



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

July 2023

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 4 |
| FIRST NATIONS PARTNERSHIPS..... | 5 |
| First Nations Partnerships | 5 |
| NET ZERO UNIT | 6 |
| Net Zero Unit | 6 |
| CREATIVE ECONOMY & THE ARTS GROUP | 7 |
| Office for the Arts..... | 7 |
| Arts Development & Investment Branch..... | 8 |
| Collections & Cultural Heritage Branch | 9 |
| Revive Evaluation Evidence and Program Support Branch | 11 |
| Creative Industries Branch | 12 |
| Access & Participation Branch | 13 |
| Screen and Arts Workplaces Development Branch | 14 |
| CORPORATE GROUP | 16 |
| Communication, Research, Strategy and Parliamentary | 16 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)..... | 17 |
| Data and Systems (DAS) Branch | 18 |
| Strategy, Economic Policy and Evaluation Branch..... | 20 |
| Communication, Ministerial & Parliamentary Services Branch..... | 21 |
| Department Liaison Officers (DLOs) | 23 |
| Human Resources & Property Branch | 24 |
| Finance, Governance, Budget and Business Services Division | 25 |
| Finance Branch | 26 |
| Business Services Branch | 28 |
| Assurance, Integrity, Risk and Governance Branch | 29 |
| IT Division | 32 |
| Digital Initiatives Branch..... | 33 |
| IT Services Branch..... | 34 |
| Legal Services Division..... | 35 |
| Legal Services – Commercial | 35 |
| Legal Services – Public Law..... | 35 |
| Corporate Service Delivery Program | 37 |
| TRANSPORT GROUP | 38 |
| Domestic Aviation & Reform Division | 38 |
| Domestic Policy and Programs Branch | 39 |
| Aviation White Paper & Reform Branch..... | 41 |
| Airports Branch..... | 42 |
| Airport Environment..... | 44 |
| International Aviation, Technology & Services Division | 45 |
| Safety & Future Technology Branch | 46 |
| International Aviation Branch | 48 |
| Western Sydney Airport Regulatory Policy Branch | 50 |
| Surface Transport Emissions and Policy Division | 51 |
| Land Transport Policy Branch | 52 |
| Maritime & Shipping Branch | 54 |
| Strategic Fleet Project Team..... | 56 |

| | |
|---|------------|
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 57 |
| Reducing Surface Transport Emissions Branch | 60 |
| INFRASTRUCTURE GROUP | 62 |
| Infrastructre Group Assurance and Advisory Branch | 62 |
| Olympic and Paralympic Sport Infrastructure Branch | 64 |
| Infrastructure Investment Division | 65 |
| Program, Policy & Budget Branch | 66 |
| Queensland, Northern Territory and Western Australia Branch | 67 |
| NSW, ACT & Targeted Roads Branch | 68 |
| VIC, TAS & SA Branch | 69 |
| Commonwealth Infrastructure Projects Division | 70 |
| Strategy and Support Branch | 71 |
| Taskforce Branch | 72 |
| Rail Project Delivery Branch | 73 |
| Aviation and High Speed Rail Branch | 74 |
| Freight Terminals Branch | 75 |
| Road and Vehicle Safety Division | 76 |
| Vehicle Safety Policy & Partnerships Branch | 77 |
| Office of Road Safety Branch | 79 |
| Vehicle Safety Operations Branch | 81 |
| Targeted Infrastructure Programs Branch | 83 |
| COMMUNICATIONS & MEDIA GROUP | 84 |
| Online Safety, Media & Platforms Division | 84 |
| Classification Branch | 85 |
| Media Industry & Sustainability Branch | 86 |
| Online Safety Branch | 88 |
| Platforms and News Branch | 90 |
| Media Reform Branch | 92 |
| Communications Infrastructure Division | 93 |
| Broadband Policy Branch | 94 |
| Competition and Spectrum Branch | 96 |
| Telecommunications Resilience Branch | 99 |
| Digital Inclusion and Deployment Branch | 102 |
| Universal Services Branch | 104 |
| Communications Services & Consumer Division | 107 |
| Regional Connectivity Branch | 108 |
| Regional Mobile Infrastructure Programs Branch | 110 |
| Post, International Telecommunications & ACMA Branch | 112 |
| Consumer Safeguards Branch | 114 |
| REGIONAL, CITIES & TERRITORIES GROUP | 117 |
| Regional Development and Local Government Division | 117 |
| Regional Policy Branch | 118 |
| Local Government, Regional Intelligence and Data Branch | 119 |
| Major Projects and Governance Branch | 120 |
| Regional Programs Branch | 121 |
| Territories Division | 123 |
| Indian Ocean Territories Branch | 124 |
| Mainland Territories Branch | 125 |
| Norfolk Island Branch | 127 |
| Partnerships and Projects Division | 129 |
| Urban Policy, Precincts & Partnerships Branch | 130 |
| City & Regional Partnerships Branch | 131 |

| | |
|--|-----|
| Office of Northern Australia | 132 |
| Northern Australia Investments and Projects Branch | 134 |
| UNIT COORDINATOR CONTACTS..... | 136 |

Executive

Level 6 Northbourne / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|--|----------------------------|--|--------------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | David Hallinan | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Regional, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | 6271 s22(1)(a)(ii) |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|----------------------------------|-------------------------|-----------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|----------------------------|-------------------------------|-----------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-----------------|---------------------------|---------------|
| First Assistant Secretary | Greg Cox | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

[ARTS AGENCY CONTACTS](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Partnerships Australia and the Australia Council for the Arts, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for implementation of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Arts Policy and Development | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Restart Investment to Sustain and Expand (RISE) and Private Investment team | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Implementation and management of the COVID Arts Sustainability Fund
- Implementation and management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Partnerships Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- Administration of the eligibility for and reporting against the Show Starter Loan Scheme
- Management of the Register of Cultural Organisations (ROCO)
- International arts and cultural engagement policy, including UNESCO cultural diversity policy
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Soft power/cultural diplomacy
- Implementation and management of the SmartyGrants system
- Data and reporting from SmartyGrants across the Arts Division
- Visual Arts and Craft Strategy (VACS) policy – delivered through Australia Council
- Investment in the arts through Australia Council funding
- Catalyst — Australian Arts and Culture Fund (closed 2017) legacy issues (with Australia Council).
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts Program | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Collecting Institutions Strategic Projects | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of eight National Collecting Institutions (NCIs): Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program in 2021–22

- Oversight of the grant to the National Trust of Australia-Queensland for its implementation of cultural heritage and visitor engagement activities at the Cooktown Museum in 2021–22/2022–23
- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust

Revive Evaluation Evidence and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, National Cultural Policy Evaluation | TBC | TBC | TBC |
| Director, Intergovernmental Engagement and Program Support | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Arts and Disability, Mental Health and Wellbeing | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Coordinating delivery of the new National Cultural Policy — *Revive*: A place for every story, a story for every place.
- National Arts and Disability Strategy
- Policy advice on intergovernmental arts policy issues, including cultural tourism and other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Anne-Louise Dawes | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Literature | s22(1)(a)(ii) | TBC | TBC |
| Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Standalone Legislation | TBC | TBC | TBC |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- *Resale Royalty Right for Visual Artists Act 2009* — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the *Personal Property Securities Act 2009*
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee

Access & Participation Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, disability arts access and participation, arts and tourism policy, multicultural arts matters as well as cultural statistics work and divisional administrative finance oversight and reporting.

| Assistant Secretary | TBC | TBC | TBC |
|---|---------------|--------------------|---------------|
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Access and Participation & Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Tourism and City Deals
- Regional Deals and Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Local Government arts related matters
- National Cultural Institutions cross-agency KPI Reporting Framework
- Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4 and 5

The Branch provides strategic policy advice on measures to foster production of and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - *The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and*
 - *The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).*
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production (film, television, online, web-series)
- Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Screen production (games)
- Digital games development
- Digital Games Tax Offset
- Support for national performing arts training schools
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Incentives or programs to support the Australian video game industry (Creative Industries Branch)

- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Communication, Research, Strategy and Parliamentary

Levels 3W, 5W & 6W Alinga and Nishi Level 5

The division provides communications, research, strategic and parliamentary products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder & Strategic Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|------------------------|---------------------------|---------------|
| Head of Bureau | Shona Rosengren | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data & Analysis | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Communications & Arts Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data and Systems (DAS) Branch

Alinga 5W, 6W

The Data and Systems Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services, government wide initiatives and reporting, and cabinet functions - supporting our Ministers on Cabinet and related processes.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, National Freight Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Road Safety Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Data Strategy and Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet On Call | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to Department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to Department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings
- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.

- The Government Wide Initiatives Team collaborates across the Department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on inter-departmental forums on issues including Digital Economy Strategy and climate and disaster resilience
- Regulatory Reform covers three streams:
 - Stewardship and accountability: develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the Department's regulatory responsibilities
 - Stakeholder management: work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- The Team also provides a whole-of-Department perspective on multilateral and international engagement issues which cut across multiple policy areas in the Department.

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, First Nations Policy Coordination | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs
- The First Nations Policy Coordination Team collaborates across the department to develop whole of portfolio positions and progress decisions on a range of internal and external First Nations policies, including:
 - Closing the Gap
 - The department's Reconciliation Action Plan
 - Upcoming work on the Uluru Statement from the Heart.

Communication, Ministerial & Parliamentary Services Branch

Nishi Level 5 & Alinga 3W

Communication, Ministerial and Parliamentary Services Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. This Branch provides support through a range of enabling services in two key areas:

1. [Communications and Media](#) covers ministerial media announcements, speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns. The Branch also provides support to the department and the ministerial offices with event briefings and ministerial speaking and meeting briefs.
2. [Ministerial and Parliamentary](#) services provide strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel to Ministerial offices.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Susan Charles | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities and Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Campaigns | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Communications and Media

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services

- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives
- Manage whole-of-portfolio coordination of Topical Issues Briefs for the Department of the Prime Minister and Cabinet
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on preparation and process for tabling documents, portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping line areas with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of Ministerial International travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the offices on policy and administrative matters.

| Minister | DLO | Phone and email |
|---|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.cking@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.rowland@mo.communications.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Tony Burke MP | s22(1)(a)(ii) | dlo.burke@mo.arts.gov.au mobile: s22(1)(a)(ii) |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | dlo.mcbain@mo.regional.gov.au mobile: s22(1)(a)(ii) |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | DLOKing@industry.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | dlo.brown@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | dlo.chisholm@mo.regional.gov.au mobile: s22(1)(a)(ii) |

*Department of Industry, Science and Resources, as the lead agency, provides DLO support for Minister Madeleine King.

Human Resources & Property Branch

Nishi Level 6

The Human Resources (HR) and Property Group provides strategic and operational advice on people and property related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and Departmental cultural initiatives including diversity and inclusion. The property function manages all facilities management for the Department premises and is responsible for the implementation and development of accommodation strategies and projects. HR and Property reports directly to the Chief Operating Officer.

| | | | |
|---|-------------------------|---------------------------|---------------|
| Assistant Secretary | Stephanie Bourke | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Pay & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recruitment and WHS | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Capability and Culture | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Code of Conduct and Performance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property and Office Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing workforce, including talent and succession management, strategic attraction and sourcing, capability building and cultural change
- Capability development initiatives including leadership development programs; talent and succession management; coaching and mentoring programs, entry level programs, policy and core skills and the digital literacy development program
- Human resource services including payroll, terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedure development
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Workforce management, analysis and planning
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and best practice
- APS-wide HR initiatives and legislative compliance, including APS values; work level standards; employment conditions; diversity and inclusion; leading flexible working initiatives
- Workforce and cultural change in the Department through proactive engagement with managers and staff on change management issues; developing workforce action plans
- Providing and supporting case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management and maintenance of the Department's tenancies
- Management and development of the Department's accommodation strategies.

Finance, Governance, Budget and Business Services Division

Northbourne 2E, 5E, 5W & 6E, Alinga GF & 3W

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Finance Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|--------------------------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Budget Policy & Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, External Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | |
| Director, Internal Budgets & Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Financial Accounting | s22(1)(a)(ii) s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Budget Policy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required

- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: the Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or MidYear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Business Services Branch

Northbourne 5E, 5W & 6E

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Support Office | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2, Ground Floor Alinga & Alinga 3W

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Records management
- Fraud investigation
- Probity
- Freedom of Information
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Integrity Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Freedom of Information | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the National Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.

- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Freedom of Information

- Provide advice, guidance and support to departmental staff, portfolio agencies and ministerial offices on our legislated obligations under the *Freedom of Information Act 1982* (the FOI Act).
- Facilitate on-the-job information sessions relating to FOI to assist line areas and other key stakeholders to better understand the FOI Act.
- Manage the coordination of quarterly FOI reporting to the Office of the Australian Information Commissioner.
- Ensure senior executives are briefed on current/active FOI requests, particularly media/sensitive requests.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1E, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Digital Initiatives Branch

Northbourne 1W

| | | | |
|---|--------------------|---------------------------|---------------|
| Chief Digital & Information Security Officer | Alex Clarke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy, Governance & Change | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Major Project Delivery | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Develops IT strategies that return maximum savings to the department for reinvestment
- Defines IT Governance and Committee Framework
- Management for the IT Reference Group, IT Consultative Committee, IT Architecture Board, Corporate Programme Forum, and IT Project Governance Board
- Develops change and communications strategies and artefacts about IT projects and activities, with a focus on end users and adoption
- Develops and implement policies, plans, guidelines and standards to ensure an enhanced level of physical and personnel security compliance within the department
- Managing our obligations under the Protective Security Policy Framework (PSPF)
- Operate and maintain our building security functions with partners, including guards, alarms, and access controls
- Manage the department's personnel security clearance functions and obligations
- Responsible for identifying, advising, and minimising personnel and physical security risks

IT Front Door & Architecture

- Provide advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Build strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identify, assess and promote the adoption of leading-edge technology solutions for emerging business needs
- Ensure consistency of IT designs for software and infrastructure across the department
- Promote an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidation of key corporate applications for the Department in accordance with the Department's IT Strategic Plan.

Transition Management

- Development and delivery of the approach to market to source new IT service arrangements
- Manage transitions to new service arrangements.

IT Services Branch

Northbourne 4E & 4W

| | | | | |
|---|---------------------|-------------|---------------|---------------|
| Chief Technology Officer | Tony Castley | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | N/A | | s22(1)(a)(ii) |
| Director, Service Operations | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the IT Service Desk
- In person support for Executives and Ministerial through the VIP IT Team
- End user device management and solutions
- Regional Support for End Users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidation of collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Core IT Infrastructure Asset replacement to maintain a supported and secure environment
- Deliver improvements to our resilience and reliability of our IT services.

Service Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our IT Infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Management of the Departments internet presences, including publishing of content and support of the platform
- Regional support for IT Operations Services
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

ICT Procurement

- Specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services are managed within the PGPA and maximise benefit to the Department
- Manage and report on Invoice payments for IT Services and Digital Initiatives Branches.

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | |
|-------------------------------|--------------------------------|---------------------------|--------------------|
| Chief Counsel | Chris (Christine) Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | N/A | N/A |
| Practice Administrator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | 6274 s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | |
|---|-------------------------|--------------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | N/A | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | TBA | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | |
|---------------------------------------|---------------------------|---------------------------|---------------------|
| General Counsel (AGS) | Piccolo Willoughby | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | TBA | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | +33 7 s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

- Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:
 - Administrative Law (e.g. advice on lawful decision making)
 - Commonwealth Ombudsman matters
 - Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
 - Construction
 - Employment/Industrial Relations (advice/proceedings)
 - FOI
 - Grants
 - Intellectual Property
 - IT/Data Sharing
 - Legal claims and civil liability risk (advice)
 - Legal training
 - Legislative instrument drafting (non-tied)**
 - Litigation/Disputes/AAT (proceedings)
 - Major Projects
 - OAIC matters
 - Privacy
 - Procurement
 - Public Interest Disclosures (PIDs)
 - Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
 - Real Property
 - Statutory interpretation (advice on the meaning of legislation)
 - Other Commercial
 - Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

Corporate Service Delivery Program

Northbourne 6E

The Corporate Service Delivery Program will support the Corporate Group by using a design led approach to:

- Provide staff with a clear vision and service offer so they know what to expect from the Corporate Group.
- Develop a strategy for the future of corporate services and a flexible roadmap that describes agreed activities/projects to get the Corporate Group there.
- Articulate a set of principles or charter that describes how the Corporate Group will strive to be a people centred and effective business partner.
- Baseline the Group's current maturity and measure how we are tracking against the desired future state.
- Develop re-usable metrics to measure service performance and satisfaction
- Establish a service design function to support innovation and continuous improvement so staff in Corporate have the tools and capabilities they need to deliver the best possible service.

| | | | |
|---|---------------------|---------------------------|---------------|
| First Assistant Secretary | Diana Hallam | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Deliverables and Indicative Timeline

Understand current state: March — June 2023

- Identify core user groups and needs
- Develop measurement framework
- Current state maturity assessment and analysis
- Commence stocktake of existing/emerging improvement initiatives
- Research to identify best practice
- Insights and reporting.

Hire to Retire Project and Service Design Function Establishment: March – May 2023

- Sprint 1: Mobilise team, agree ways of working, confirm scope of project
- Sprint 2: Analyse existing data, conduct self discovery activities, plan stakeholder co-design & research approach
- Sprint 3: Workshops with identified stakeholders to validate insights, build service blueprint
- Sprint 4: Workshops and targeted sessions to validate improvement opportunities for people/process/data tech and business rules
- Sprint 5: Finalise documentation & define initial Service Design Operating Model

Define the future state: July — August 2023

- Develop Corporate Strategy and design Operating Model
- Develop Corporate Roadmap for change that considers sequencing, dependencies, phasing and work in flight
- Define the capabilities required to enable the change program
- Prioritise improvements for design support

Throughout this program we will work across the Corporate Group to identify any projects, initiatives or enhancements that are appropriate to pilot a service design approach. These live case studies will inform the ongoing capabilities required to embed a people centered and continuous improvement culture, and provide an evidence base for investment in a Service Design function.

TRANSPORT GROUP

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Executive Officer | N/A | N/A | N/A |

[Unit Coordinator Contacts](#)

[TRANSPORT AGENCY CONTACTS](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Domestic Network Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Aviation Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.
- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.

- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper & Reform Branch

Alinga 4W

The Aviation White Paper and Reform Branch is overseeing and progressing the development of the Government's Aviation White Paper. The branch also manages the Demand Management regulatory environment at Sydney (Kingsford Smith) Airport

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Jason Dymowski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Clarke McNamara | TBC | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Aviation White Paper Drafting and Statistical Analysis | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 1 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 2 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 3 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Sydney Demand Management & Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.
- The Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport. The section is also responsible for taking forward the implementation of the Government's 2019 response to the Productivity Commission's report on the economic regulation of airports.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Phil McClure | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and FIRB | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South West and NSW Airports and Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control and Brisbane Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and FIRB

Responsible for regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:

- The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
- Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
- Insurance reviews to ensure compliance with lease and sale agreements
- Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports

- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control and Brisbane Noise

Responsible for:

- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Environmental Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunset review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Richard Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | TBA | | |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: the Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system

- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---------------------------|-----------------------|
| Assistant Secretary | Jim Wolfe | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | TBA | | |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | +62 811 s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- International aviation policy advice on the international aviation industry and future issues associated with the recovery of international aviation in Australia, in the region and globally
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages land acquisitions and disposals for the Airport, undertakes procurement management and oversees the statutory Airport Environment Officer position.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Policy, Programs and First Nations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Regulatory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Environment and Land | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSIA), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land acquisitions and disposals for the WSIA.
- Land use planning and airport safeguarding in relation to WSIA.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSIA.
- Delivery of the Biodiversity Offset Delivery Program for WSIA, including offset credits, oversight of the Department's involvement in the Defence Establishment Orchard Hills offset program, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSIA, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--|--|----------------------|
| A/g First Assistant Secretary | Paula Stagg | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Business Manager | s22(1)(a)(ii) s22(1)(a)(ii) (29 June - 18 July) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) N/A |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|--|--------------------------------|--|--------------------------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) or 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Co-Directors, Heavy Vehicle Reform | s22(1)(a)(ii) s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy and heavy vehicle programs.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Safety Crossing Strategy.
 - Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
 - Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
 - Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.
- Work with the National Heavy Vehicle Regulator to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient
- Prepare and undertake scenario planning with the transport industry in order to respond to, and better prepare for future freight and supply chain disruptions
- Lead the implementation of the National Freight and Supply Chain Strategy (the Strategy) and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
 - Undertake the first five-year review of the Strategy and Action Plan ahead of 2024.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested
- The team works with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system
- The team is responsible for policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- This team is also responsible for the reform of the Heavy Vehicle National Law, following the 2020-21 Review.
- The team works with the National Transport Commission on a package of ~20 legislative recommendations, with direction and oversight provided by a high-level Steering Committee.
- A package of ~20 non-legislative recommendations is being progressed largely by state road agencies.
 - The team provides a program management function to ensure the package of over 40 reforms is delivered in line with the direction of Ministers and to the agreed timeframes.
- The team is also responsible for corporate governance of the National Heavy Vehicle Regulator (NHVR), including corporate reporting, annual reporting and engagement on heavy vehicle policy.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, Carriage of Goods at Sea Act and engagement with the International Maritime Organisation on the FAL convention
- Commercial sale of ships.

Shipping Security, Policy and Regulation

- Manage shipping policy including:
 - Coastal trading cruise ship policy
 - Supply chain disruption responses
 - Maritime Security (cyber, CI, and NCMSS, Naval Shipbuilding)
 - Critical Incident Response (including the National Plan for Marine Environmental Emergencies)
 - Shipping Registration Act.

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.

Strategic Fleet Project Team

Alinga 3W

The Strategic Fleet Project Team supports the Strategic Fleet Taskforce. The Government has announced it will establish a strategic fleet of up to 12 Australian flagged and crewed vessels. The Government has appointed a Taskforce to provide independent advice to guide its decisions. The role of the Taskforce is to provide advice on the establishment of a strategic fleet of Australian flagged and crewed vessels that would be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Analytics and Taskforce Support | N/A | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Project Team include:

Strategic Fleet Policy

- Responsibility for identify the strategic needs to be addressed by the fleet
- Stakeholder Consultation
- Taskforce Report drafting
- Cabinet Submission
- Coastal Trading Policy and Reform
- Defence engagement (including mobilisation)
- Identifying overseas approaches and opportunities for international partnerships
- Domestic and regional shipping needs
- Liquid Fuel Security
- Taxation.

Shipping Industry Policy

- Development of a Sustaining Industry
- Stakeholder Consultation
- Identifying opportunities to partner with industry
- Strategic Fleet Maritime skills
- Requisitioning
- Legal and International Obligations
- Supply Chains / Critical Goods / Freight & Supply Chain
- Disruption Policy — emergency response capabilities.

Shipping Analytics and Taskforce Support

- Responsibility for data analysis and commercial and impact assessment, including preparing a regulatory impact statement. This Section will also be responsible for supporting the Strategic Fleet taskforce members.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on two trials with industry, namely the Phase 2 manual trial and the Phase 3 telematics trial which will test hubodometer and in-vehicle telematics systems. These trials will test direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function

- preparation of drafting instructions for a new national AV safety law, which will establish the national regulator
- development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team also leads the development and implementation of a communications and engagement strategy for the Office of Future Transport Technology
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team is preparing for the commercial deployment of connected and automated vehicles (CAVs) in Australia by developing policy that considers government, industry and public interests, and looking to the benefits of CAV use such as improved safety, productivity and mobility outcomes
- The team works on:
 - ensuring safe operation of CAVs on the road by informing the development of legislation and regulations for matters such as automated driving system modifications and installations
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to changing vehicle technology
 - harmonising with international developments, including leading engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's international engagement with the International Transport Forum and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.

Transport Technology and Policy (OFTT)

- The team:
 - has stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies
 - is responsible for developing the associated [National Land Transport Technology Action Plans](#) (in collaboration with the states and territories and in consultation with industry), implementing Commonwealth aspects of actions in the current (2020–2023) Action Plan and monitoring and reporting on [progress against the plan](#)
 - provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group
- The team is responsible for developing policy to prepare Australia for the commercial deployment of new transport technologies, including working with the states and territories on principles to support national consistency for cooperative intelligent transport systems (C-ITS), and with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team provides policy advice on the digital and physical infrastructure needs of new transport technologies and leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for the organisation of agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers'

Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies group as they lead and drive their agendas. ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:

- national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports departmental members in their role on the Austroads and National Transport Commission Board meetings.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Safety Legislation Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO
 - Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation
- Lead the Australia government's involvement in the development of Green Shipping Corridors
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context
- Develop and implement marine environment protection policy.

Maritime Safety Legislation Review

- Develop and implement maritime safety policy for domestic commercial vessels, including:
 - Enable the government's consideration of the independent safety review of the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* framework (incorporating future maritime safety policy issues such as autonomous vessels and future technology)
 - Provide policy input on costs and charges to the government's Australian Transport Safety and Investigation Bodies Financial Sustainability Review

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofuelled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.

- Monitor environmental issues and technological advancements relating to surface transport.

Cleaner Cars

- Leading the development of a fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEW).

INFRASTRUCTURE GROUP

Infrastructre Group Assurance and Advisory Branch

Alinga 1E/ Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Policy coordination, messaging and implementation support for National Cabinet Reform to streamline approval and planning processes and optimise jobs from the national infrastructure pipeline
- Infrastructure Australia governance, heavy civil construction market analysis and external engagement
- Cost and benefit assurance of major projects requesting funding under the IIP
- Implementing value capture for the Sydney Metro Western Sydney Airport (SMWSA) project
- Network analysis and managing urban traffic modelling updates for IID
- Assurance training

| | | | | |
|--|-----------------------|-------------|---------------|---------------|
| Assistant Secretary | Andreas Bleich | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Market & Delivery Policy | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Governance and Risk | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Commercial & Network Analysis | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement, Advisory & Projects | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Project Delivery Improvement

- Brief and report on the National Cabinet tasking on market capacity constraints affecting the construction industry.
- Market analysis and provide input on market capacity constraints to ITSOC and ITMM.
- Group wide Reporting of investments and monitor key risks / opportunities

Funding Strategy and Regulatory Support

- Alternative Funding and Financing Business Case Analysis
- Regulatory Support
- Westconnex Concessional Loan

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)Network analysis and managing urban traffic modelling updates for IID
- Managing PlanWisely subscription and Cost estimation and Cost Benefit Analysis tools.
- Chairing and facilitating the Cost estimation Network
- Managing updates to public facing material, cost estimation guidance notes and cost benefit analysis tools

Market Intelligence and Engagement

- Governance for Infrastructure Australia (IA)
 - Board and Chief Executive Officer appointments
 - Statement of Expectations
 - Review of deliverables — Australian Infrastructure Plan (AIP), Corporate Plan, Annual Budget, Infrastructure Priority List, etc
 - Coordination of Whole of Government response to the AIP
 - Coordination of IA meetings/training events/briefings
 - State strategies and i-bodies
- Whole of government response to the House of Representatives Standing Committee inquiry into procurement practices for government funded infrastructure Reporting and Program Management (RPM) project:
 - Governance, and Secretariat support for the RPM Board and other working groups
 - Change and stakeholder management
 - Audit and risk
 - Training and development.

INFRASTRUCTURE AGENCY CONTACTS

Olympic and Paralympic Sport Infrastructure Branch

Narrellan Level 4

| | | | |
|---|---------------|--------------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | N/A | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

The Brisbane Arena workstream

The Brisbane Arena workstream will maintain oversight on the delivery progress of the Brisbane Arena project. Including:

- Oversight of the jointly-funded business case to be undertaken on the Arena.
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG).
- This team will be responsible for coordinating the PCG and ESC inputs and decisions from the Brisbane Arena and preparing relevant briefing up to the Arena Project Board and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements the Brisbane Arena.

Minor Venues and 2026 Commonwealth Games Workstream

The Minor Venues Workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. This will include:

- Reviewing business cases, PVRs and other analysis
- Representing the Australian Government at PCGs for each of the projects.
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements for the Minor Venues Program

The workstream will also be responsible for managing the Australian Government's involvement in the 2026 Victorian Commonwealth Games as required.

AIS Review Workstream

The AIS Review Workstream will:

- Oversee procurement of eminent person
- Seek the Prime Minister's agreement to the ToRs
- Organise relevant meetings for the Review
- Undertake Secretariat functions for the Review
- Facilitate stakeholder engagement with ASC and the Department of Health as well as Central Agencies
- Assist in the production of the final report and briefing to Government to present the final report

Infrastructure Investment Division

Alinga 1W

Infrastructure Investment Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Implementation Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Comms & Coord | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT & Targeted Roads Branch

Alinga 1E

The NSW, ACT & Targeted Roads Branch is responsible for the administration of road, rail, bridges and heavy vehicles projects in NSW and ACT. It evaluates new project proposals under the IIP and advises Government on future priorities for each state. The Branch is also responsible for managing, across all jurisdictions, maintenance funding on the National Network and local road funding — encompassing the Black Spot Program, the R2R Program, the Bridges Renewal Program and the HVSP.

| | | | |
|---|-------------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | A/g s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional NSW & ACT

- Road Infrastructure Investment in NSW/ACT including under the IIP, ROSI and UCF Programs.

National Target Road Infrastructure Programs

- National Program management of Roads to Recovery (R2R), Black Spot (BSP), Bridges Renewal (BRP) and Heavy Vehicle Safety and Productivity Programs (HVSP), and National Land Transport Network Maintenance Funding.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the Infrastructure Investment Program and the Urban Congestion Fund for urban NSW
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport of NSW and NSW Councils in relation to the projects
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs
- Provide advice on potential projects.

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Rob Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|---------------------|---------------------------|---------------|
| First Assistant Secretary | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|---|---------------|-----------------------|---------------|
| Assistant Secretary | TBC | TBC | TBC |
| Executive Assistant | TBC | TBC | TBC |
| Director, Strategy and Governance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Secretariat and Appointments | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Culture and Corporate Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|------------------------------|---------------|
| Assistant Secretary | Joanna Piva | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | Jason Preece | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Inland Rail Program Assurance | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of Western Sydney Airport Co Ltd (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with the Western Sydney Airport (WSA) Company, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, HSRA and WSI Commercial | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WSI Oversight | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing the development of business cases on intermodal terminals in Queensland and Victoria and the Toowoomba to Gladstone Inland Rail extension.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jennifer Stace | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals NSW and QLD | s22(1)(a)(ii) | 07 3516 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight Terminals Operations | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Road and Vehicle Safety Division

Alinga 2W, 2E & 1W

The Road and Vehicle Safety Division has a number of roles and functions. Including the support and implementation of Australian Government Policies, Procedures, Guidelines and Legislations. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Melissa Cashman | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, , media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Car Safety Ratings Program, including Australasian New Car Assessment Program (ANCAP), Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Keys2Drive
 - Road Safety Awareness and Enablers Fund
 - Amy Gillett Foundation Program
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which sets vehicle standards for all new vehicles entering the Australian market and regulates the supply to used vehicles to the market, establishes a Register of Approved Vehicles (RAV) and establishes a framework for recalling unsafe road vehicles and approved road vehicle components

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6247 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Airbags & Future Recalls | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes and the transitional arrangements to 30 June 2023 for the [Motor Vehicle Standards Act 1989 \(MVSA\)](#)
- Responsible for administration of Registered Automotive Workshop Scheme (RAWS) for used vehicles and Road Vehicle Certification System (RVCS) certification for new vehicles to 30 June 2023.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles to the Australian market as per the requirements of the RVSA and the transitional arrangements to 30 June 2023 for the MVSA
- The section conducts technical assessments of evidence it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules.

Compliance and Enforcement

- This team is responsible for the Department's compliance and enforcement activities under the RVSA.

Recalls Notification and Monitoring

- The department has the regulatory responsibility for Australian vehicle and vehicle component recalls.
- This is responsible for leading negotiations with vehicle manufacturers in relation to safety recalls of road vehicles and approved road vehicle component and publishes a notice for each recall on the department's dedicated recalls website.
- Conducts risk assessments for each recall and assigns a priority to the recall.

- Monitors the progress of recalls through completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components. Monitors the announcement of recalls globally and confirms whether these recalls affect Australian vehicles.

Airbag and Future Recalls

- Manage airbag hazard assessments and expert advice consultancies
- Manage governance for the Recall of Road Vehicles Interjurisdictional Working Group. This Forum exists to progress the NADI-5AT recall and other complex recall issues.
- Process in ROVER vehicle safety and non-compliance reports that are safety related and allocated to the section.
- Manage large, complex or problematic recalls such as the Takata NADI-5AT airbag recall including identifying a pathway for rectification of NADI-5AT affected concessional vehicles.
- Manage the department's response to vehicle safety related coronial inquiries including:
 - Responding to finding from Ngo coronial inquiry in regard to Takata PSAN airbags
 - Preparation for the Velovski coronial inquiry in regard to Takata NADI-5AT airbags
- Design and deliver a Recall Awareness Communication Strategy to improve rectification rates of the NADI-5AT recall and all recalls listed on the department's vehicle recalls website.

Targeted Infrastructure Programs Branch

Alinga Ground Floor W, 1E, 2W (Narellan Level 3 – expected from June)

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Meagher | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA | TBA | N/A |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, LRCI | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

LRCI

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. The Heavy Vehicle Rest Areas Initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

COMMUNICATIONS & MEDIA GROUP

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | |
|----------------------------------|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Pauline Sullivan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

[COMMUNICATIONS & MEDIA AGENCY CONTACTS](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 8023 s22(1)(a)(ii) | N/A |
| A/g Director, Operational Policy | s22(1)(a)(ii) | 9289 s22(1)(a)(ii) | N/A |
| A/g Director, Reform Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Classification Services | s22(1)(a)(ii) | 9289 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Operational Policy

- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix and Spherex Classification Tools for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification

Reform Policy

- Policy advice on reform on the National Classification Scheme, including the 1995 Intergovernmental Agreement on Censorship which sets out Commonwealth and state and territory responsibilities
- Research to inform classification policy
- Appointments to the Classification Board and Classification Review Board.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Adam Carlon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SBS Relocation Feasibility Study | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters , including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Television and radio, regional and First Nations broadcasting
- Community radio and television, Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising – including gambling and alcohol
- Broadcast Codes of Practice
- Local content obligations for broadcasters
- Critical broadcast infrastructure including the Broadcasting Resilience Program
- Commercial and subscription broadcast licensing for television and radio services

- Radio and TV reception issues in metropolitan areas
- Online gambling issues including policy advice in relation to:
 - Administration of the *Interactive Gambling Act 2001*
 - Australian and offshore gaming and wagering services including lottery betting and online poker
 - House of Representatives Inquiry into Gambling
 - Blocking of illegal gambling websites
 - Credit cards and online gambling
 - National Self Exclusion Register (BetStop).

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Bridget Gannon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Developing New Policy Proposals:
 - Budget & MYEFO
- Public information campaigns relating to online safety
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Abhorrent violent material, cyber security, domestic violence (technology-facilitated abuse) and sexual assault, privacy, mental health, defamation, child safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)

- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

This Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as dispute resolution. It also has an expanding role in advising Government on matters relating to media literacy, and combatting misinformation.

| | | | | |
|--|---------------|-------------|---------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy

- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|---|---|--|---------------|
| First Assistant Secretary | Matthew Brine | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon – Wed) s22(1)(a)(ii) (Wed – Fri) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Broadband Policy Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, and the impact and use of Low Earth Orbit Satellites,

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Planning frameworks and Regulatory | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Governance and Data | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Sustainable Technology | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning
- Oversight and policy advice on NBN Co's satellite, fixed wireless and fixed-line networks
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN rollout.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises

- Consumers wanting to change their NBN technology, including Technology choice (e.g. I have a Satellite service and I want to change to FTTP)
- Fixed Wireless connections and service issues — including installations, appointment delays, coverage and inadequate signal
- Satellite connections and service quality issues — including latency, appointment delays and cost vs other technologies
- NBN fixed line upgrades (FTTN, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premises.
- Regional Broadband Scheme
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

Sustainable Technology

- Working with the telecommunications industry on their net zero emissions plans
- 5G Innovation Initiative, including the finalisation of round 1 and the discontinuation of round 2
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the recently announced LEO Sat Working Group
- Collaborates with other departments to examine the impact the Internet of Things (IoT) is likely to exert on the Australian economy and provides policy advice to address the challenges and opportunities posed by IoT
- Policy advice on emerging technologies and reforms to the regulatory framework to support the growth of Australia's digital economy

This Branch **does not** handle the following issues:

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Coinvestment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- All network consumer issues where the consumer has an active service (e.g. FTTN, FTTC, HFC and FTTP) are to be allocated to Digital Inclusion and Sustainable Communications Branch up to three months after migration or Consumer Safeguards if connected more than three months
- Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Sustainable Communications Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Strategy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband and broadcast spectrum planning issues)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane network — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Retail competition on the NBN
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service (including the Christmas Island cable binding rule of conduct)
 - ACCC Statement of Expectations
 - Record Keeping Rules
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Why do I pay more for 1300 numbers from my landline or mobile phone than ordinary calls?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Communications Branch)
- Mobile phone coverage problems (Regional Communications Branch)
- 5G and LEOSat working group (Broadband Policy Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Sustainable Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Sustainable Communications Branch)
- 5G deployment issues (Broadband Policy Branch).

- Issues relating to entities not regulated by the Telecommunications Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Universal Services Guarantee Taskforce)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (NBN Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Infrastructure Protection | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider requirements under the Telecommunications Act 1997, including security and assistance obligations in Parts 14 and 15
- Submarine cable regulatory issues
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Telecommunications Act 1997*)
- Telecommunications security obligations in free trade agreements (with International and others)
- Security impacts of potential foreign Investments
- Public directories
- Integrated Public Number Database (IPND)
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Telecommunications resilience measures including in the National Bushfire Response Package
- Telecommunications resilience — risk identification and policy development for risk mitigation
- Telecommunications resilience — stakeholder engagement, including Communication Sector Group
- Telecommunications resilience – Establishing the Telecommunications Resilience Disaster Innovation (TRDI) Program
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- Telecommunications measures to explore a cell broadcast national messaging system, to send messages to the public, or a section of the public, in relation to emergency events.
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform
- Secretariat for the departmental Cyber, Security and Resilience (CeSAR) community of practice.

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on cyber security policy relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Represents the department in the Key Sectors Taskforce in DFAT focussing on Indo-Pacific and South East Asia strategies as they relate to telecommunications.
- Policy advice relating to submarine cables.

Telecommunications Disaster Resilience

- Telecommunications resilience measures including in the National Bushfire Response Package
 - Implementation of the Strengthening Telecommunications Against Natural Disasters (STAND) program (except the Mobile Black Spot Program elements – Regional Communications Branch). This includes the Sky Muster satellite deployment and temporary infrastructure components of STAND.
 - Establishment of the Telecommunications Resilience Disaster Innovation Program (TRDI)
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including
 - Communications Sector Group Secretariat (Trusted Information Sharing Network)
 - Disaster and Climate Resilience Reference Group
 - Australian Government Crisis Committee
 - Bushfire Recovery Interdepartmental Committee
- Manages the Department's protocols for major service disruptions resulting from natural disasters
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.

Telecommunications Infrastructure Protection

- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews.
- Advising on Telecommunications Sector Security Reforms (TSSR) and security of critical telecommunications infrastructure
- Developing a sector risk profile for the telecommunications industry, to be able to see risks in context. Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data, except
 - NBN Co measures (Broadband Policy Branch)
 - Providing families with school age children access to NBN (Digital Inclusion and Sustainable Communications Branch)
 - Specific consumer issues (Consumer Safeguards Branch)
- Response and Implementation of the Review of Public Safety Mobile Broadband which examined options on the most efficient and effective approach for implementing a PSMB capability for public safety agencies.

This Branch does not handle the following issues:

- Issues relating to entities not regulated by the Telecommunications Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Mobile network hardening measure under the Government's National Bushfire Response Package or the Better Connectivity Plan for Regional and Rural Australia (Regional Communications Branch)
- Cyber security issues not related to telecommunications (the Department of Home Affairs deals with cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jason Ashurst | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) — initiative — initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Evaluation of SSBI and review of digital exclusion of school students from education opportunities to inform a longer term digital inclusion approach for students
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas

- Electromagnetic energy (EME) from telecommunications facilities
- EME&You communication program
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Guarantee Taskforce)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

The MoU with PNG on telecommunications policy and regulation capacity and capability (Post, International Telecommunications & ACMA Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadband Policy and Upgrades | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

USG Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

USG Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Coinvestment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (Regional Communications Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Daniel Caruso | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to a number of regional communications infrastructure issues and services, including the Regional Connectivity Program, the Viewer Access Satellite Television (contract to 30 June 2024 only) and the Regional Backbone Blackspots Program.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs and Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | TBC | TBC |
| Director, Mobile Coverage – Highways and Major Roads (for RBBP) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Better Connectivity Plan for Regional and Rural Australia Plan

- Overarching coordination, briefing and reporting on regional connectivity and mobile programs under the Better Connectivity Plan for Regional and Rural Australia.

Regional communications issues

- Connectivity issues, particularly in regional areas
- Questions about current and future funding for regional connectivity, including for First Nations communities.

Regional Connectivity Program and regional communications issues

- Design and management of future rounds of Regional Connectivity Program grants funding, including assessment, evaluation and negotiation of funding agreements, including dedicated funding for projects in First Nations communities
- Implementation of the first to 4th rounds of the Regional Connectivity Program including the Connecting Northern Australia Initiative.
- Status of the rollout and questions about funded projects under RCP
- Questions about current and future funding rounds of the program

Remote and legacy infrastructure

- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).
- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, the offshore islands and territories and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)

On-Farm Connectivity Program (OFCP)

- Design and delivery of the \$30 million On Farms Connectivity Program.

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission, access and service issues under the current VAST satellite contract until 30 June 2024 (Note – policy responsibility for future VAST services and contract arrangements from 1 July 2024 are the responsibility of the OSMAP division).
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services including regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Programs Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Coverage – Highways and Major Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals/communities can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area?
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?
- Design and establishment of future rounds under the Better Connectivity Plan

Improving Mobile Coverage Round (IMCR)

- Design and implementation of the IMCR
- Status of the rollout and questions about funded base stations

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.

Mobile Network Hardening Program

- Administration and management of the Mobile Network Hardening Program - Round 1 (i.e. Stage 1 projects upgrading backup power at Mobile Black Spot Program Rounds 1 and 2 base stations, and Stage 2 projects targeting upgrades to other regional mobile network infrastructure to improve resilience)
- Design and establishment of Rounds 2 and 3 under the Better Connectivity Plan
- Note: General resilience matters, including outages are handled by the Telecommunications Resilience Branch.

Multi-Carrier Highways Program

- Design and delivery of the new Better Connectivity Plan initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage.

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Competition and Spectrum Branch)
- Spectrum interference to radio services (Competition and Spectrum Branch)
- Fixed-wireless and satellite connections (Broadband Policy Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Resilience Branch for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra, Optus and TPG Telecom (formerly Vodafone) 3G network shutdown (Competition and Spectrum Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Digital Inclusion and Sustainable Communications Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (Universal Services Branch)
- Alternative Voice Services Trials (Universal Services Branch)
- Mobile coverage audit – under the Better Connectivity Plan (Universal Services Branch).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|------------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Engagement — ITU and APT | s22(1)(a)(ii) (13/6 – 28/7) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| *Rotational A/g Role | s22(1)(a)(ii) (31/7 – 15/9) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (18/9 – 27/10) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options and the international and domestic postal sector
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Support the development and implementation of treaty obligations through the Universal Postal Union, in line with Australian Government interests. Proactively engage in cross-governmental matters including international mail security policy
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Supports implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, Triple Zero and the former Government's Consumer Safeguards Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN, the Regional Tech Hub, and Aged Care communications accessibility Pilot to assess the telecommunications needs of aged care residents.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, safe, secure and interconnected internet.

| | | | | |
|---|---------------------|----------------|---------------|---------------|
| Assistant Secretary | Kath Silleri | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Liaison & Emergency Services | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Delivery | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra and implementation of the National Review of the Triple Zero Operator
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the Captel transition program) and captioning and audio description services
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Consumer Data Right (CDR) — liaising with the Treasury regarding application of the CDR to the telecommunications sector
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Management of the Aged Care Pilot
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements)
 - Modernisation/reform of the Safeguards Framework (how rules are made, rules content, enforcement)
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Consumer Data Right (CDR) — liaising with the Treasury on application of the CDR to the telecommunications sector
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Accesshub web pages
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) and the *Spam Act 2003*
- Mobile number portability fraud.

Liaison and Emergency Services Section

- Project development for a potential Messaging to Triple Zero Service using SMS — liaison with stakeholders including emergency service organisations (police/fire/ambulance services), mobile carriers, and Telstra.
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Service Delivery Section

- Management of the contract to deliver the National Relay Service
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Management of the contract for the Regional Tech Hub
- ACCAN contract/grant management and consumer advocacy
- Management of the Comms in Aged Care & DEP review.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space

- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF).

This Branch does not handle the following issues:

- NBN migration and connection/activation issues (Productivity and Technology Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Sustainable Communications Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (NBN Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Sustainable Communications Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Communications Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

REGIONAL, CITIES & TERRITORIES GROUP

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Programme and the Drought Communities Programme Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|--------------------------------------|----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Clare Chapple | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | | | |

[Unit Coordinator Contacts](#)

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs and manages the evaluation program for the division.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, Policy Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development's (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Conducts regional policy research and horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Local Government | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence

Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other agencies with a shared agenda on regionalisation.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|--------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office / Regional Initiatives Implementation Office | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division and across the Regions, Cities and Territories Group.

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | N/A |
| Regional Executive Officer | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Assessment | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Delivery | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Program Assessment Section

- The implementation of the Australian Government's two new Election Commitment programs (Investing in Our Communities [IIOC] and the Priority Community Infrastructure Program [PCIP]), which are Closed and Non-Competitive in nature:
 - Ongoing discussions with the Minister's Office and weekly reporting
 - The finalisation of the Australian Government's community infrastructure election commitment lists, briefings to the Minister and letters to Prime Minister/other Portfolios.
 - Development of the enabling infrastructure to allow for effective Application, Assessment and Approval processes in line with the Public Governance, Performance and Accountability (PCPA) Act and the Commonwealth Grants Rules and Guidelines (CGRGs).
 - Managing grantee and public queries regarding program design/eligibility
- Issuing of Invitations to Apply for funding, Receipt and Assessment of all project applications:
 - First stage, Grantee and Activity Eligibility, and
 - Second stage, the Value for Money assessment against benchmarked published criteria.
- Presentation of funding recommendations (*to fund or not to fund*) to the delegate for consideration.

- For approved applicants, negotiate funding agreements through to execution. For projects not approved, provide advice to applicant with an offer to provide feedback if requested.

Engagement and Development Section

- Development of New Policy Proposals for the RPB
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Program Delivery Section

- Manage all funding agreements for legacy programs – CDG, RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered through the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub
- Delivery of the Australian Government's two new Election Commitment programs Investing in Our Communities [IIOC] and the Priority Community Infrastructure Program [PCIP].

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|--|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Communications | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Future Strategies | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities include:

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Kim Forbes | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 08 9164 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of the relationship with Phosphate Resources Limited
- Contract management of contracts for IOT air services and airports
- Management of Commonwealth owned commercial buildings.

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jane Christie | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy (Canberra) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services

- Emergency and Bushfire Management regulatory function
- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island State Service Arrangements | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Health and Wellbeing | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island State Service Arrangements (Canberra and Brisbane)

- Management of state service delivery arrangements with the Queensland Government
- Planning for the improvement and expansion of state services on NI
- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community

- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide administration and executive support to the Administrator of NI
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island Health and Wellbeing (Canberra)

- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Enhancing the clinical and corporate governance frameworks of NIHRACS to support the delivery of safe and quality health and aged care services at nationally consistent standards
- Child and family wellbeing policy
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI
- Secretariat for the NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.

Norfolk Island Governance

Strategic policy development relating to:

- NI governance and sustainable local governance structures
- Norfolk/Norfolk Islander cultural recognition.

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the National Urban Policy Framework to the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|-------------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Tiffany Karlsson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Support Unit, Finance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Urban Policy, Precincts & Partnerships Branch

Northbourne 2E

The Urban Policy, Precincts and Partnerships Branch: delivers the Government's new agenda for more liveable cities and suburbs. Together with the City and Regional Deals Branch, we constitute the Government's Cities and Suburbs Unit (CSU). The Branch is developing the National Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Place Based Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Policy and Coordination | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Urban Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Precincts | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Urban Policy
- Place based
- Precincts
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.

City & Regional Partnerships Branch

Northbourne 2E, Canberra

The City and Regional Partnerships Branch: Cities and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville & Hinkler | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Deal.

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The Office of Northern Australia (ONA): The sustainable and resilient economic development of Northern Australia north is a key Government's commitment to a whole of government agenda. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. First Nations Australians are key and equal partners in our work, a cornerstone of the Government's ambitious dual social agenda to give voice to First Nations sovereignty and build Australia's future as a renewable energy powerhouse. This branch also provides executive secretariat support for the Northern Australia Indigenous Reference Group and the Northern Australia Ministerial Forum.

| | | | |
|--|----------------------------|-----------------------|---------------|
| Assistant Secretary | Linda Lee (Darwin) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 08 7915 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) (Cairns) | N/A | Pending |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Strategy | s22(1)(a)(ii) (Townsville) | 07 4434 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning | s22(1)(a)(ii) (Perth) | N/A | TBC |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Developing Northern Australia Conference
- Annual Statement to Parliament
- Budget communications for Northern Australia
- Stakeholder engagement, event coordination, communications and media.

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Constitutional Recognition Committee of Cabinet
- Indigenous related policy in Northern Australia

Policy

- Development Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures
-

Strategy

- Northern Australia Ministerial Forum
 - Northern Australia Grants Programs: Northern Australia Development Program (NADP), and the Strengthening Northern Australia Business (SNAB) Advisory Service

- Business and Community Growth Program (BCGP) Senate Estimates, Parliamentary Inquiries, Cabinet Submissions
- Maintain currency in key Northern Australia issues including disaster response, insurance, water and infrastructure

Planning

- White Paper refresh including Action Plan
- Whole of Australian Government engagement on the Northern Australia agenda
- Branch business planning

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|-------------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, Policy & Government Relations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Operations | s22(1)(a)(ii) (Sydney) | N/A | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in the administration of the NAIF Act in relation to Board appointments

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and assessing proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegate) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|---|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQT B | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | AL5W | EA to Lil Gordon (FAS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | AL5W | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Greg Cox (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Greg Cox (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) + Anne-Louise Dawes (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Leonie Holloway (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | 02 9215 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M - W) & s22(1)(a)(ii) (T - F) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| CREATIVE PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) (M,T,W) | s22(1)(a)(ii) @creativepartnershipsaustralia.org.au | 02 9616 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Marie's Group) | | | | | | | | | | |
| COMMUNICATION, RESEARCH, STRATEGY & PARLIAMENTARY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | | | | AL5W | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5E | EA to Sally Todd (AS) + Kai Everest (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5W | EA to Shona Rosengren (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |

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| | | | | | | | | | | | |
|---|---|-----------------------|---|---|--|---|---|---|---|--------|---|
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | • | • | | AL5E | Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | • | | • | AL5E | Assistant Director Divisional Support |
| HUMAN RESOURCES & PROPERTY BRANCH | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | | N5W | EA to Gillian Munro (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | | | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | | N2W | EA to Lachlan Wood (AS) |
| INFORMATION TECHNOLOGY | | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | ? | | | • | | • | N4E | EA to Jeff Goedecke (FAS/ CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | N1W | EA to Tony Castley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N4E | EA to Alex Clark (AS) |
| LEGAL SERVICES | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | | | | | N6W | Practice Admin |
| CORPORATE SERVICES DELIVERY PROGRAM | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | | • | • | | N6E | EA to Diana Hallam (FAS) |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | AL4W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | | AL6E | EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | | AL4W | EA to Jason Dymowski, Brendon Buckley, Clarke McNamara (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | | AL4E | EA to Ben Vincent (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | | AL4W | EA to s22(1)(a)(ii) (a/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | | AL4E | EA to Phil McClure (AS) |
| SURFACE TRANSPORT EMISSIONS & POLICY | | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | • | | AL2E | EA to Paula Stagg (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | • | | • | AL2E | Divisional support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | AL2E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | AL5E | EA to Mike Makin (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | • | AL3W | A/g EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | | |
| General Enquiries | | | | | | | | | | | |
| | s47E(d) @amsa.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) – Departmental Contact | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |

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| | | | | | | | | | | | |
|---|--|-----------------------|---|---|---|---|---|---|------|--|---|
| | s22(1)(a)(ii) @amsa.gov.au s47E(d) @amsa.gov.au s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | • | • | • | • | • | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.aum | | | | | | | | | | Executive Officer |
| s22(1)(a)(ii) | | 02 6217 s22(1)(a)(ii) | | | • | | | | | | |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | | |
| Secretariat for Infrastructure and Transport Ministers - Departmental Contact | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | | |
| INFRASTRUCTURE ADVISORY & SUPPORT BRANCH | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL1E | | EA to Andreas Bleich (AS) |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | | EA to Bill Brummitt (AS) |
| INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Anita Langford (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | | EA to Robyn Legg (AS) |
| IID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | | | NRN4 | | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | NRN4 | | EA to Jessica Hall (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | NRN4 | | EA to James Savage (AS) + Jennifer Stace (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | NRN4 | | EA to Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL1E | | EA to Lisa La Rance (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @Infrastruture.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | • | • | AL2W | | EO to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL1W | | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL2W | | EA to Adam Stakevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL2W | | EA to s22(1)(a)(ii) (A/g AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | | Division coordination inbox |
| INFRASTRCUTURE AGENCIES | | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | 02 8114 s22(1)(a)(ii) | | | | | | | | | |
| s22(1)(a)(ii) | | 02 8114 s22(1)(a)(ii) | | • | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | • | | | | | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | | |
| | s47E(d) @nfra.gov.au | | | | | | | | | | |

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|--|--|---------------------------|--|--|--|--|--|--|--|--------|--|
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1) | | | | | | | | | CEO EA |
| WSA CO LTD | (a)(ii) | (a)(ii) | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | s47E(d) @communications.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1) | | | | | | | | NISHI5 | EO to Pauline Sullivan (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI5 | OSMaP Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI5 | EA to Pauline Sullivan (FAS) + Bridget Gannon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 02 6271 s22(1) | | | | | | | | NISHI5 | EA to Adam Carlon (AS), s22(1)(a)(ii) (a/g AS) + James Penprase (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 8023 s22(1) | | | | | | | | Sydney | EA to Maria Vassiliadis (AS) |
| COMMUNICATIONS INFRASTRUCTURE | s47E(d) @communications.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1) | | | | | | | | NISHI3 | CID Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1) | | | | | | | | NISHI3 | EO to Matthew Brine (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | P& Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | P& Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EA to Matthew Brine (FAS) Mon- Wed |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | 02 6271 s22(1) (a)(ii) | | | | | | | | NISHI3 | EA to Matthew Brine (FAS) Wed – Fri |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for TRB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Competition & Spectrum |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | | | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | | | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | | | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EO to Daniel Caruso (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EA to Daniel Caruso (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1) | | | | | | | | NISHI3 | EA to Karly Pidgeon (AS) + Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 03 9097 s22(1) | | | | | | | | Melb | EA to Kath Silleri |

| | | | | | | | | | | | |
|---|--------------------------------------|------------------------------------|---|---|---|---|---|---|--------|--------|---|
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | | | | NISHI3 | UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | | • | | | | NISHI3 | Back up UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | | • | | | | NISHI3 | UC for RCB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 03 9097 s22(1)(a)(ii) | | | | • | | | | Melb | UC for CSB |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | | |
| ABC | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| NBN | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| OFFICE OF THE ESafety Commissioner | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| SBS | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | | EA to Clare Chapple (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | Orange | | EA to s22(1)(a)(ii) (A/g AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| ONA | s47E(d) @infrastructure.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N2E | | A/g EA to Tiffany Karlsson (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N2E | | EO to Tiffany Karlsson (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N2E | | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | | N2E | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | Darwin | | EA to Linda Lee (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | BNE | | EA to Andrew Burke (AS) |
| TERRITORIES | s47E(d) @infrastructure.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Sarah Vandebroek (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Kim Forbes (AS) + Jane Christie (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Aaron O'Neill (AS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | • | AL3W | Divisional Support Unit Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | | • | AL3W | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | | • | AL3W | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | | • | AL3W | Divisional Support Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRASTRUCTURE FACILITY (NAIF) | | | | | | | | | | | |
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Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

August 2023

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Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 4 |
| FIRST NATIONS PARTNERSHIPS..... | 5 |
| First Nations Partnerships | 5 |
| NET ZERO UNIT | 6 |
| Net Zero Unit | 6 |
| CREATIVE ECONOMY & THE ARTS GROUP | 7 |
| Office for the Arts..... | 7 |
| Arts Development & Investment Branch..... | 8 |
| Collections & Cultural Heritage Branch | 9 |
| Cultural Policy Strategy and Program Support Branch | 11 |
| Creative Industries Branch | 12 |
| First Nations Languages an Regional Arts Branch | 13 |
| Screen and Arts Workplaces Development Branch | 14 |
| CORPORATE GROUP | 16 |
| Communication, Research, Strategy and Parliamentary | 16 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)..... | 17 |
| Data and Systems (DAS) Branch | 18 |
| Strategy, Economic Policy and Evaluation Branch..... | 20 |
| Communication, Ministerial & Parliamentary Services Branch..... | 21 |
| Department Liaison Officers (DLOs) | 23 |
| Human Resources & Property Branch | 24 |
| Finance, Governance, Budget and Business Services Division | 25 |
| Finance Branch | 26 |
| Business Services Branch | 28 |
| Assurance, Integrity, Risk and Governance Branch | 29 |
| IT Division | 32 |
| Digital Initiatives Branch..... | 33 |
| IT Services Branch..... | 35 |
| Legal Services Division | 36 |
| Legal Services – Commercial | 36 |
| Legal Services – Public Law..... | 36 |
| Corporate Service Delivery Program | 38 |
| TRANSPORT GROUP | 39 |
| Domestic Aviation & Reform Division | 39 |
| Domestic Policy and Programs Branch | 40 |
| Aviation White Paper Branch | 42 |
| Airports Branch..... | 43 |
| Airport Environment..... | 45 |
| International Aviation, Technology & Services Division | 46 |
| Safety & Future Technology Branch | 47 |
| International Aviation Branch | 49 |
| Western Sydney Airport Regulatory Policy Branch | 51 |
| Surface Transport Emissions and Policy Division | 52 |
| Land Transport Policy Branch | 53 |
| Maritime & Shipping Branch | 55 |
| Strategic Fleet Project Team..... | 57 |

| | |
|---|------------|
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 58 |
| Reducing Surface Transport Emissions Branch | 61 |
| INFRASTRUCTURE GROUP | 63 |
| Infrastructre Group Assurance and Advisory Branch | 63 |
| Olympic and Paralympic Sport Infrastructure Branch | 65 |
| Land Transport Infrastructure Division | 66 |
| Program, Policy & Budget Branch | 67 |
| Queensland, Northern Territory and Western Australia Branch | 68 |
| NSW, ACT & Targeted Roads Branch | 69 |
| VIC, TAS & SA Branch | 70 |
| Commonwealth Infrastructure Projects Division | 71 |
| Strategy and Support Branch | 72 |
| Taskforce Branch | 73 |
| Rail Project Delivery Branch | 74 |
| Aviation and High Speed Rail Branch | 75 |
| Freight Terminals Branch | 77 |
| Road and Vehicle Safety Division | 78 |
| Vehicle Safety Policy & Partnerships Branch | 79 |
| Office of Road Safety Branch | 81 |
| Vehicle Safety Operations Branch | 83 |
| Targeted Infrastructure Programs Branch | 85 |
| COMMUNICATIONS & MEDIA GROUP | 86 |
| Online Safety, Media & Platforms Division | 86 |
| Classification Branch | 87 |
| Media Industry & Sustainability Branch | 88 |
| Online Safety Branch | 90 |
| Platforms and News Branch | 92 |
| Media Reform Branch | 94 |
| Communications Infrastructure Division | 95 |
| Broadband Policy Branch | 96 |
| Competition and Spectrum Branch | 98 |
| Telecommunications Resilience Branch | 101 |
| Digital Inclusion and Deployment Branch | 104 |
| Universal Services Branch | 106 |
| Communications Services & Consumer Division | 109 |
| Regional Connectivity Branch | 110 |
| Regional Mobile Infrastructure Programs Branch | 112 |
| Post, International Telecommunications & ACMA Branch | 114 |
| Consumer Safeguards Branch | 116 |
| REGIONAL, CITIES & TERRITORIES GROUP | 119 |
| Regional Development and Local Government Division | 119 |
| Regional Policy Branch | 120 |
| Local Government, Regional Intelligence and Data Branch | 121 |
| Major Projects and Governance Branch | 122 |
| Regional Programs Branch | 123 |
| Territories Division | 124 |
| Indian Ocean Territories Branch | 125 |
| Mainland Territories Branch | 127 |
| Norfolk Island Branch | 129 |
| Partnerships and Projects Division | 131 |
| Cities and Suburbs Unit | 132 |
| City & Regional Partnerships Branch | 133 |

| | |
|--|-----|
| Office of Northern Australia | 134 |
| Northern Australia Investments and Projects Branch | 136 |
| UNIT COORDINATOR CONTACTS..... | 138 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | David Hallinan | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|----------------------------------|-------------------------|-----------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|----------------------------|-------------------------------|-----------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

[ARTS AGENCY CONTACTS](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Partnerships Australia and the Australia Council for the Arts, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for implementation of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Restart Investment to Sustain and Expand (RISE) and Private Investment team | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Implementation and management of the COVID Arts Sustainability Fund
- Implementation and management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Partnerships Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- Administration of the eligibility for and reporting against the Show Starter Loan Scheme
- Management of the Register of Cultural Organisations (ROCO)
- International arts and cultural engagement policy, including UNESCO cultural diversity policy
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Soft power/cultural diplomacy
- Implementation and management of the SmartyGrants system
- Data and reporting from SmartyGrants across the Arts Division
- Visual Arts and Craft Strategy (VACS) policy – delivered through Australia Council
- Investment in the arts through Australia Council funding
- Catalyst — Australian Arts and Culture Fund (closed 2017) legacy issues (with Australia Council).
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of eight National Collecting Institutions (NCIs): Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program in 2021–22

- Oversight of the grant to the National Trust of Australia-Queensland for its implementation of cultural heritage and visitor engagement activities at the Cooktown Museum in 2021–22/2022–23
- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey’s educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy and Evaluation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| Director, Arts Systems and Program Support | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Access, Participation and Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery of the new National Cultural Policy — *Revive: A place for every story, a story for every place.*
- National Arts and Disability Strategy
- Policy advice on intergovernmental arts policy issues, including cultural tourism and other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Anne-Louise Dawes | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Literature | s22(1)(a)(ii) | TBC | TBC |
| Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Standalone Legislation | TBC | TBC | TBC |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- *Resale Royalty Right for Visual Artists Act 2009* — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the *Personal Property Securities Act 2009*
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, disability arts access and participation, arts and tourism policy, multicultural arts matters as well as cultural statistics work and divisional administrative finance oversight and reporting.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Access and Participation & Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Tourism and City Deals
- Regional Deals and Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Local Government arts related matters
- National Cultural Institutions cross-agency KPI Reporting Framework
- Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4 and 5

The Branch provides strategic policy advice on measures to foster production of and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - *The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and*
 - *The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).*
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production (film, television, online, web-series)
- Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Screen production (games)
- Digital games development
- Digital Games Tax Offset
- Support for national performing arts training schools
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Incentives or programs to support the Australian video game industry (Creative Industries Branch)

- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Communication, Research, Strategy and Parliamentary

Levels 3W, 5 & 6W Alinga and Nishi Level 5

The division provides communications, research, strategic and parliamentary products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|-------------------------------------|---------------------|---------------------------|---------------|
| First Assistant Secretary | Diana Hallam | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Divisional Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|------------------------|---------------------------|---------------|
| Head of Bureau | Shona Rosengren | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data & Analysis | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data and Systems (DAS) Branch

Alinga 5W, 6W

The Data and Systems Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services, government wide initiatives and reporting, and cabinet functions - supporting our Ministers on Cabinet and related processes.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, National Freight Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Road Safety Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Data Strategy and Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet On Call | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to Department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to Department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings
- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.

- The Government Wide Initiatives Team collaborates across the Department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on inter-departmental forums on issues including Digital Economy Strategy and climate and disaster resilience
- Regulatory Reform covers three streams:
 - Stewardship and accountability: develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the Department's regulatory responsibilities
 - Stakeholder management: work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- The Team also provides a whole-of-Department perspective on multilateral and international engagement issues which cut across multiple policy areas in the Department.

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Evaluation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Communication, Ministerial & Parliamentary Services Branch

Nishi Level 5 & Alinga 3W

Communication, Ministerial and Parliamentary Services Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. This Branch provides support through a range of enabling services in two key areas:

1. [Communications and Media](#) covers ministerial media announcements, speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns. The Branch also provides support to the department and the ministerial offices with event briefings and ministerial speaking and meeting briefs.
2. [Ministerial and Parliamentary](#) services provide strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel to Ministerial offices.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Susan Charles | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities and Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Campaigns | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Communications and Media

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services

- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on preparation and process for tabling documents, portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping line areas with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of Ministerial International travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the offices on policy and administrative matters.

| Minister | DLO | Phone and email |
|---|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.cking@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.rowland@mo.communications.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Tony Burke MP | s22(1)(a)(ii) | dlo.burke@mo.arts.gov.au mobile: s22(1)(a)(ii) |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | dlo.mcbain@mo.regional.gov.au mobile: s22(1)(a)(ii) |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | DLOKing@industry.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | dlo.brown@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | dlo.chisholm@mo.regional.gov.au mobile: s22(1)(a)(ii) |

*Department of Industry, Science and Resources, as the lead agency, provides DLO support for Minister Madeleine King.

Human Resources & Property Branch

Nishi Level 6

The Human Resources (HR) and Property Group provides strategic and operational advice on people and property related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and Departmental cultural initiatives including diversity and inclusion. The property function manages all facilities management for the Department premises and is responsible for the implementation and development of accommodation strategies and projects. HR and Property reports directly to the Chief Operating Officer.

| | | | |
|---|-------------------------|---------------------------|---------------|
| Assistant Secretary | Stephanie Bourke | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Pay & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recruitment and WHS | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Capability and Culture | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Code of Conduct and Performance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property and Office Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing workforce, including talent and succession management, strategic attraction and sourcing, capability building and cultural change
- Capability development initiatives including leadership development programs; talent and succession management; coaching and mentoring programs, entry level programs, policy and core skills and the digital literacy development program
- Human resource services including payroll, terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedure development
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Workforce management, analysis and planning
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and best practice
- APS-wide HR initiatives and legislative compliance, including APS values; work level standards; employment conditions; diversity and inclusion; leading flexible working initiatives
- Workforce and cultural change in the Department through proactive engagement with managers and staff on change management issues; developing workforce action plans
- Providing and supporting case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management and maintenance of the Department's tenancies
- Management and development of the Department's accommodation strategies.

Finance, Governance, Budget and Business Services Division

Northbourne 2E, 5E, 5W & 6E, Alinga GF & 3W

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Finance Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Budgets & Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Budget Policy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required

- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: the Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or MidYear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Business Services Branch

Northbourne 5E, 5W & 6E

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Support Office | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Business Engagement Services

- Works collaboratively with business areas to identify ways to streamline and improve engagement practices with Corporate Services
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2, Ground Floor Alinga & Alinga 3W

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Records management
- Fraud investigation
- Probity
- Freedom of Information
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | | |
|---|---------------------|-------------|---------------|---------------|
| Assistant Secretary | Lachlan Wood | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Integrity Projects | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Risk | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Freedom of Information | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Performance Reporting | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the National Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.

- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Freedom of Information

- Provide advice, guidance and support to departmental staff, portfolio agencies and ministerial offices on our legislated obligations under the *Freedom of Information Act 1982* (the FOI Act).
- Facilitate on-the-job information sessions relating to FOI to assist line areas and other key stakeholders to better understand the FOI Act.
- Manage the coordination of quarterly FOI reporting to the Office of the Australian Information Commissioner.
- Ensure senior executives are briefed on current/active FOI requests, particularly media/sensitive requests.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and security services.

| | | | |
|--|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director Service Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ITD.Coordination@infrastructure.gov.au | | | |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

Service Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our IT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for IT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Digital Initiatives Branch

Northbourne 1W

| | | | |
|--|---------------|--------------------|---------------|
| Chief Digital & Chief Information Security Officer | Alex Clarke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | TBC |
| A/g Director, Strategy, Governance & Change | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum savings to the Department for reinvestment
- Defining the IT Governance and Committee Framework
- Managing the IT Reference Group, IT Consultative Committee, Corporate Programme Forum, and IT Project Governance Board
- Developing change and communication strategies and artefacts about IT projects and activities, with a focus on end users and adoption
- Developing and implementing policies, plans, guidelines and standards to ensure an enhanced level of physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security and Agency Security teams
- Operating and maintaining building security functions with partners including guards, alarms, and access controls
- Managing the Department's personnel security clearance functions and obligations
- Responsible for identifying, advising, and minimising personnel and physical security risks.

IT Front Door & Architecture

- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency.
- Managing the outcomes and functions of the IT Architecture Board.

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan.

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements.

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology Officer | Tony Castley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability.

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
 - Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division.

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | |
|-------------------------------|--------------------------------|---------------------------|--------------------|
| Chief Counsel | Chris (Christine) Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | N/A | N/A |
| Practice Administrator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | 6274 s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | |
|---|-------------------------|------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | N/A | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | TBA | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | 6274 6083 | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | |
|---------------------------------------|---------------------------|---------------------------|------------------------|
| General Counsel (AGS) | Piccolo Willoughby | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA (LSD is recruiting) | TBA | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | +33 7 69 s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

- Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:
 - Administrative Law (e.g. advice on lawful decision making)
 - Commonwealth Ombudsman matters
 - Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
 - Construction
 - Employment/Industrial Relations (advice/proceedings)
 - FOI
 - Grants
 - Intellectual Property
 - IT/Data Sharing
 - Legal claims and civil liability risk (advice)
 - Legal training
 - Legislative instrument drafting (non-tied)**
 - Litigation/Disputes/AAT (proceedings)
 - Major Projects
 - OAIC matters
 - Privacy
 - Procurement
 - Public Interest Disclosures (PIDs)
 - Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
 - Real Property
 - Statutory interpretation (advice on the meaning of legislation)
 - Other Commercial
 - Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

Corporate Service Delivery Program

Northbourne 6E

The Corporate Service Delivery Program will support the Corporate Group by using a design led approach to:

- Provide staff with a clear vision and service offer so they know what to expect from the Corporate Group.
- Develop a strategy for the future of corporate services and a flexible roadmap that describes agreed activities/projects to get the Corporate Group there.
- Articulate a set of principles or charter that describes how the Corporate Group will strive to be a people centred and effective business partner.
- Baseline the Group's current maturity and measure how we are tracking against the desired future state.
- Develop re-usable metrics to measure service performance and satisfaction
- Establish a service design function to support innovation and continuous improvement so staff in Corporate have the tools and capabilities they need to deliver the best possible service.

| | | | |
|---|---------------|--------------------|---------------|
| Director | Tanya Naspe | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Deliverables and Indicative Timeline

Understand current state: March — June 2023

- Identify core user groups and needs
- Develop measurement framework
- Current state maturity assessment and analysis
- Commence stocktake of existing/emerging improvement initiatives
- Research to identify best practice
- Insights and reporting.

Hire to Retire Project and Service Design Function Establishment: March – May 2023

- Sprint 1: Mobilise team, agree ways of working, confirm scope of project
- Sprint 2: Analyse existing data, conduct self discovery activities, plan stakeholder co-design & research approach
- Sprint 3: Workshops with identified stakeholders to validate insights, build service blueprint
- Sprint 4: Workshops and targeted sessions to validate improvement opportunities for people/process/data tech and business rules
- Sprint 5: Finalise documentation & define initial Service Design Operating Model

Define the future state: July — August 2023

- Develop Corporate Strategy and design Operating Model
- Develop Corporate Roadmap for change that considers sequencing, dependencies, phasing and work in flight
- Define the capabilities required to enable the change program
- Prioritise improvements for design support

Throughout this program we will work across the Corporate Group to identify any projects, initiatives or enhancements that are appropriate to pilot a service design approach. These live case studies will inform the ongoing capabilities required to embed a people centered and continuous improvement culture, and provide an evidence base for investment in a Service Design function.

TRANSPORT GROUP

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

TRANSPORT AGENCY CONTACTS

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Sydney Demand Management and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Branch

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA | TBA | TBA |
| Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Aviation White Paper Drafting and Statistical Analysis | Secondment | | |
| Director, White Paper Policy Team 1 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 2 | s22(1)(a)(ii) | 02 9556 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 3 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Phil McClure | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South West and NSW Airports and Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.

- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|--------------------------|---------------------------|---------------|
| A/g Assistant Secretary | §22(1)(a)(ii) | 6274 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | §22(1)(a)(ii) | 6274 §22(1)(a)(ii) | N/A |
| A/g Director, Environmental Regulation | §22(1)(a)(ii) | 6274 §22(1)(a)(ii) | N/A |
| A/g Director, PFAS Program Management and Investigations | §22(1)(a)(ii) (Mon-Thur) | 6274 §22(1)(a)(ii) | N/A |
| Director, PFAS Strategic Policy, Procurement & Investigations | §22(1)(a)(ii) | 6274 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Director, PFAS Program Governance and Technical Advice | §22(1)(a)(ii) | 6274 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunset review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|-------------------------------|---|---------------|
| First Assistant Secretary | Richard Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) / s22(1)(a)(ii) | 6274 s22(1)(a)(ii) / 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | TBC | N/A | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: the Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system

- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---------------------------|-----------------------|
| Assistant Secretary | Jim Wolfe | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | TBA | | |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | +62 811 s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- International aviation policy advice on the international aviation industry and future issues associated with the recovery of international aviation in Australia, in the region and globally
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Policy, Programs and First Nations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Regulatory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Environment and Land | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Business Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Co-Directors, Heavy Vehicle Reform | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy and heavy vehicle programs.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Safety Crossing Strategy.
 - Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
 - Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
 - Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.
- Work with the National Heavy Vehicle Regulator to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient
- Prepare and undertake scenario planning with the transport industry in order to respond to, and better prepare for future freight and supply chain disruptions
- Lead the implementation of the National Freight and Supply Chain Strategy (the Strategy) and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
 - Undertake the first five-year review of the Strategy and Action Plan ahead of 2024.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested
- The team works with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system
- The team is responsible for policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- This team is also responsible for the reform of the Heavy Vehicle National Law, following the 2020-21 Review.
- The team works with the National Transport Commission on a package of ~20 legislative recommendations, with direction and oversight provided by a high-level Steering Committee.
- A package of ~20 non-legislative recommendations is being progressed largely by state road agencies.
 - The team provides a program management function to ensure the package of over 40 reforms is delivered in line with the direction of Ministers and to the agreed timeframes.
- The team is also responsible for corporate governance of the National Heavy Vehicle Regulator (NHVR), including corporate reporting, annual reporting and engagement on heavy vehicle policy.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, Carriage of Goods at Sea Act and engagement with the International Maritime Organisation on the FAL convention
- Commercial sale of ships.

Shipping Security, Policy and Regulation

- Oversee Maritime Security policy including:
 - Cyber security
 - Critical Infrastructure
 - National Civil Maritime Security Strategy
 - Naval Shipbuilding
- Develop and maintain supply chain disruption responses, including whole-of-government partnerships
- Manage Critical Incident Response policies, including the National Plan for Marine Environmental Emergencies
- National and International Engagement activities related to security, policy and regulation in the maritime and shipping context.
- Maritime and Shipping Legislation and Regulation - central maritime point of contact, including oversight and coordination, with primary responsibility for *Shipping Registration Act 1981* and managing coastal trading and cruise ship policy. This responsibility spans monitoring the effectiveness of the *Shipping Registration Act 1981*, including developing proposed amendments, and managing coastal trading and cruise ship policy, including working with government stakeholders in addressing evolving policy imperatives.
- Engagement on the Offshore Electricity Infrastructure Framework

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.

Strategic Fleet Project Team

Alinga 3W

The Strategic Fleet Project Team supports the Strategic Fleet Taskforce. The Government has announced it will establish a strategic fleet of up to 12 Australian flagged and crewed vessels. The Government has appointed a Taskforce to provide independent advice to guide its decisions. The role of the Taskforce is to provide advice on the establishment of a strategic fleet of Australian flagged and crewed vessels that would be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Analytics and Taskforce Support | N/A | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Project Team include:

Strategic Fleet Policy

- Responsibility for identify the strategic needs to be addressed by the fleet
- Stakeholder Consultation
- Taskforce Report drafting
- Cabinet Submission
- Coastal Trading Policy and Reform
- Defence engagement (including mobilisation)
- Identifying overseas approaches and opportunities for international partnerships
- Domestic and regional shipping needs
- Liquid Fuel Security
- Taxation.

Shipping Industry Policy

- Development of a Sustaining Industry
- Stakeholder Consultation
- Identifying opportunities to partner with industry
- Strategic Fleet Maritime skills
- Requisitioning
- Legal and International Obligations
- Supply Chains / Critical Goods / Freight & Supply Chain
- Disruption Policy — emergency response capabilities.

Shipping Analytics and Taskforce Support

- Responsibility for data analysis and commercial and impact assessment, including preparing a regulatory impact statement. This Section will also be responsible for supporting the Strategic Fleet taskforce members.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which will test in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - preparation of drafting instructions for a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading stakeholder communication and engagement activities for the OFTT

Transport Technology and Policy (OFTT)

- The team:
 - has stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies
 - is responsible for developing the associated [National Land Transport Technology Action Plans](#) (in collaboration with the states and territories and in consultation with industry), implementing Commonwealth aspects of actions in the current (2020–2023) Action Plan and monitoring and reporting on [progress against the plan](#)
 - provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group
- The team is responsible for developing policy to prepare Australia for the commercial deployment of new transport technologies, including working with the states and territories on principles to support national consistency for cooperative intelligent transport systems (C-ITS), and with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for the organisation of agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers'

Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas. ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:

- national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO
 - Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation
- Lead the Australia government's involvement in the development of Green Shipping Corridors
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Leading the development of a fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEW).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES)
- Leads on relationships for IT development to implement the FES
- Finalisation of the domestic commercial vessels review
- Associated ideation and innovation

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructre Group Assurance and Advisory Branch

Alinga 1E/ Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Policy coordination, messaging and implementation support for National Cabinet Reform to streamline approval and planning processes and optimise jobs from the national infrastructure pipeline
- Infrastructure Australia governance, heavy civil construction market analysis and external engagement
- Cost and benefit assurance of major projects requesting funding under the IIP
- Implementing value capture for the Sydney Metro Western Sydney Airport (SMWSA) project
- Network analysis and managing urban traffic modelling updates for IID
- Assurance training
- Advisory services to support the realisation of alternative funding and financing opportunities, improved investment and delivery decisions and the Groups regulatory functions
- Commercial asset management
- Implementing value capture for the Sydney Metro Western Sydney Airport (SMWSA) project

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- **Reporting**
 - Group wide stocktake of reporting to understand requirements and harmonise reporting
- **Project Delivery Capability**
 - Review project delivery requirements and harmonise project management processes.
- **Assurance of investments**
 - Assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.
- **Implementation of National Construction Industry Forum**
 - Secretariat support
 - M (NCIF) initiative.

Funding Strategy and Regulatory Support

- Alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation) Network analysis and managing urban traffic modelling updates for IID
- Managing PlanWisely subscription and Cost estimation and Cost Benefit Analysis tools.
- Chairing and facilitating the Cost estimation Network
 - Managing updates to public facing material, cost estimation guidance notes and cost benefit analysis tools

Market Intelligence and Engagement

- Governance for Infrastructure Australia (IA)
 - Board and Chief Executive Officer appointments
 - Statement of Expectations
 - Review of deliverables — Australian Infrastructure Plan (AIP), Corporate Plan, Annual Budget, Infrastructure Priority List, etc
 - Coordination of IA meetings/training events/briefings
 - State strategies and i-bodies
 - Implementation of the Government Response to the Independent Review of IA.
- Group-wide coordination and secretariat support on understanding the national pipeline and assurance and assessment needs.
- Market intelligence
 - State infrastructure plans
 - National Construction Industry Forum
 - Undertake market analysis, briefing, input and support on the National Cabinet tasking on market capacity constraints affecting the construction industry through ITSOC and ITMM.

Olympic and Paralympic Sport Infrastructure Branch

Narrellan Level 4

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

The Brisbane Arena workstream

The Brisbane Arena workstream will maintain oversight on the delivery progress of the Brisbane Arena project. Including:

- Oversight of the jointly-funded business case to be undertaken on the Arena.
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG).
- This team will be responsible for coordinating the PCG and ESC inputs and decisions from the Brisbane Arena and preparing relevant briefing up to the Arena Project Board and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements the Brisbane Arena.

Minor Venues and 2026 Commonwealth Games Workstream

The Minor Venues Workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. This will include:

- Reviewing business cases, PVRs and other analysis
- Representing the Australian Government at PCGs for each of the projects.
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements for the Minor Venues Program

The workstream will also be responsible for managing the Australian Government's involvement in the 2026 Victorian Commonwealth Games as required.

AIS Review Workstream

The AIS Review Workstream will:

- Oversee procurement of eminent person
- Seek the Prime Minister's agreement to the ToRs
- Organise relevant meetings for the Review
- Undertake Secretariat functions for the Review
- Facilitate stakeholder engagement with ASC and the Department of Health as well as Central Agencies
- Assist in the production of the final report and briefing to Government to present the final report

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | TBC | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Anita Langford | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Implementation Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT & Targeted Roads Branch

Alinga 1E

The NSW, ACT & Targeted Roads Branch is responsible for the administration of road, rail, bridges and heavy vehicles projects in NSW and ACT. It evaluates new project proposals under the IIP and advises Government on future priorities for each state. The Branch is also responsible for managing, across all jurisdictions, maintenance funding on the National Network and local road funding — encompassing the Black Spot Program, the R2R Program, the Bridges Renewal Program and the HVSP.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Road Infrastructure Investment in NSW/ACT including under the IIP, ROSI and UCF Programs.
- **Business Improvement and Assurance/IIP Governance** Provide key program governance functions to Land Transport Infrastructure Division (LTID) to support the delivery of the Infrastructure Investment Program (IIP), including:
 - Governance, Assurance, Performance and Reporting Committee secretariat and support
 - Audit implementation coordination
 - Monitoring and evaluation
 - Documenting business processes to contribute to enhanced governance, such as development of Practice Directions, and Capability framework.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the Infrastructure Investment Program and the Urban Congestion Fund for urban NSW
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport of NSW and NSW Councils in relation to the projects
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs
- Provide advice on potential projects.

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Rob Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|---------------------|---------------------------|---------------|
| First Assistant Secretary | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|---|---------------|------------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | TBC |
| Director, Strategy and Governance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Secretariat and Appointments | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Culture and Corporate Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Strategic Communications

- Leads project specific government messaging and events management for the division's projects.
- Works closely with Branches to ensure the delivery of consistent and accurate government messaging through various communication channels.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours, leading development, change and continuous improvement initiatives which build and extend staff capabilities and expertise.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.

Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|------------------------------|---------------|
| Assistant Secretary | Joanna Piva | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 and IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government making a decision as to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

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Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | Jason Preece | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Inland Rail Program Assurance | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA and WSI Commercial | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, WSI Oversight | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.

- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jennifer Stace | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals NSW and QLD | s22(1)(a)(ii) | 07 3516 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight Terminals Operations | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E & 1W

The Road and Vehicle Safety Division has a number of roles and functions. Including the support and implementation of Australian Government Policies, Procedures, Guidelines and Legislations. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Melissa Cashman | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, , media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Car Safety Ratings Program, including Australasian New Car Assessment Program (ANCAP), Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Keys2Drive
 - Road Safety Awareness and Enablers Fund
 - Amy Gillett Foundation Program
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which sets vehicle standards for all new vehicles entering the Australian market and regulates the supply to used vehicles to the market, establishes a Register of Approved Vehicles (RAV) and establishes a framework for recalling unsafe road vehicles and approved road vehicle components

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6247 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Airbags & Future Recalls | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes and the transitional arrangements to 30 June 2023 for the [Motor Vehicle Standards Act 1989 \(MVSA\)](#)
- Responsible for administration of Registered Automotive Workshop Scheme (RAWS) for used vehicles and Road Vehicle Certification System (RVCS) certification for new vehicles to 30 June 2023.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles to the Australian market as per the requirements of the RVSA and the transitional arrangements to 30 June 2023 for the MVSA
- The section conducts technical assessments of evidence it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules.

Compliance and Enforcement

- This team is responsible for the Department's compliance and enforcement activities under the RVSA.

Recalls Notification and Monitoring

- The department has the regulatory responsibility for Australian vehicle and vehicle component recalls.
- This is responsible for leading negotiations with vehicle manufacturers in relation to safety recalls of road vehicles and approved road vehicle component and publishes a notice for each recall on the department's dedicated recalls website.
- Conducts risk assessments for each recall and assigns a priority to the recall.

- Monitors the progress of recalls through completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components. Monitors the announcement of recalls globally and confirms whether these recalls affect Australian vehicles.

Airbag and Future Recalls

- Manage airbag hazard assessments and expert advice consultancies
- Manage governance for the Recall of Road Vehicles Interjurisdictional Working Group. This Forum exists to progress the NADI-5AT recall and other complex recall issues.
- Process in ROVER vehicle safety and non-compliance reports that are safety related and allocated to the section.
- Manage large, complex or problematic recalls such as the Takata NADI-5AT airbag recall including identifying a pathway for rectification of NADI-5AT affected concessional vehicles.
- Manage the department's response to vehicle safety related coronial inquiries including:
 - Responding to finding from Ngo coronial inquiry in regard to Takata PSAN airbags
 - Preparation for the Velovski coronial inquiry in regard to Takata NADI-5AT airbags
- Design and deliver a Recall Awareness Communication Strategy to improve rectification rates of the NADI-5AT recall and all recalls listed on the department's vehicle recalls website.

Targeted Infrastructure Programs Branch

Alinga Ground Floor W, 1E, 2W (Narellan Level 3 – expected from June)

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Meagher | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infrastructure Programs | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. The Heavy Vehicle Rest Areas Initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

COMMUNICATIONS & MEDIA GROUP

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | |
|----------------------------------|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Pauline Sullivan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

[COMMUNICATIONS & MEDIA AGENCY CONTACTS](#)

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Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | | |
|--|--------------------------|-------------|---------------|---------------|
| Assistant Secretary | Maria Vassiliadis | 9289 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 8023 | s22(1)(a)(ii) | N/A |
| A/g Director, Operational Policy | s22(1)(a)(ii) | 9289 | s22(1)(a)(ii) | N/A |
| Director, Reform Policy | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Classification Services | s22(1)(a)(ii) | 9289 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Operational Policy

- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix and Spherex Classification Tools for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification

Reform Policy

- Policy advice on reform on the National Classification Scheme, including the 1995 Intergovernmental Agreement on Censorship which sets out Commonwealth and state and territory responsibilities
- Research to inform classification policy
- Appointments to the Classification Board and Classification Review Board.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | | |
|---|--------------------|-------------|---------------|---------------|
| Assistant Secretary | Adam Carlon | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SBS Relocation Feasibility Study | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters , including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Television and radio, regional and First Nations broadcasting
- Community radio and television, Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising – including gambling and alcohol
- Broadcast Codes of Practice
- Local content obligations for broadcasters
- Critical broadcast infrastructure including the Broadcasting Resilience Program
- Commercial and subscription broadcast licensing for television and radio services

- Radio and TV reception issues in metropolitan areas
- Online gambling issues including policy advice in relation to:
 - Administration of the *Interactive Gambling Act 2001*
 - Australian and offshore gaming and wagering services including lottery betting and online poker
 - House of Representatives Inquiry into Gambling
 - Blocking of illegal gambling websites
 - Credit cards and online gambling
 - National Self Exclusion Register (BetStop).

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | | |
|--|-----------------------|-------------|---------------|---------------|
| Assistant Secretary | Bridget Gannon | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Developing New Policy Proposals:
 - Budget & MYEFO
- Public information campaigns relating to online safety
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Abhorrent violent material, cyber security, domestic violence (technology-facilitated abuse) and sexual assault, privacy, mental health, defamation, child safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)

- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

This Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as dispute resolution. It also has an expanding role in advising Government on matters relating to media literacy, and combatting misinformation.

| | | | | |
|--|---------------|-------------|---------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy

- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|---|---|--|---------------|
| First Assistant Secretary | Matthew Brine | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon – Wed) s22(1)(a)(ii) (Wed – Fri) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Broadband Policy Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Planning frameworks and Regulatory | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Sustainable Technology | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning
- Oversight and policy advice on NBN Co's satellite, fixed wireless and fixed-line networks
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Working with the telecommunications industry on their net zero emissions plans
- 5G Innovation Initiative, including the finalisation of round 1 and the discontinuation of round 2
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group
- Collaborates with other departments to examine the impact the Internet of Things (IoT) is likely to exert on the Australian economy and provides policy advice to address the challenges and opportunities posed by IoT

- Policy advice on emerging technologies and reforms to the regulatory framework to support the growth of Australia's digital economy

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN rollout.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises
- Consumers wanting to change their NBN technology, including Technology choice (e.g. I have a Satellite service and I want to change to FTTP)
- Fixed Wireless connections and service issues — including installations, appointment delays, coverage and inadequate signal
- Satellite connections and service quality issues — including latency, appointment delays and cost vs other technologies
- NBN fixed line upgrades (FTTN, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premises.
- Regional Broadband Scheme
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Coinvestment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- All network consumer issues where the consumer has an active service (e.g. FTTN, FTTC, HFC and FTTP) are to be allocated to Digital Inclusion and Sustainable Communications Branch up to three months after migration or Consumer Safeguards if connected more than three months
- Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Sustainable Communications Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane network — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Retail competition on the NBN
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service (including the Christmas Island cable binding rule of conduct)
 - ACCC Statement of Expectations
 - Record Keeping Rules
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Why do I pay more for 1300 numbers from my landline or mobile phone than ordinary calls?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)

- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch does not handle the following issues:

- Mobile Blackspots (Regional Communications Branch)
- Mobile phone coverage problems (Regional Communications Branch)
- 5G and LEOSat working group (Universal Services Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Sustainable Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Sustainable Communications Branch)
- 5G deployment issues (Broadband Policy Branch).
- Issues relating to entities not regulated by the Telecommunications Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Universal Services Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (NBN Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Infrastructure Protection | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider (CSP) requirements under the Telecommunications Act 1997, including security and assistance obligations in Parts 14 and 15, except competition focused Carrier and CSP obligations.
- Submarine cable regulatory issues
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Telecommunications Act 1997*)
- Telecommunications security obligations in free trade agreements (with International and others)
- Public directories
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Telecommunications resilience measures including in the Strengthening Telecommunications Against Natural Disasters Package.
- Telecommunications resilience — risk identification and policy development for risk mitigation
- Telecommunications resilience — stakeholder engagement, including Communication Sector Group and the Australian Telecommunications Security Reference Group.
- Telecommunications resilience – Establishing the Telecommunications Disaster Resilience Innovation (TDII) Program
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- Telecommunications measures to explore a cell broadcast national messaging system, to send messages to the public, or a section of the public, in relation to emergency events.
- Public Safety Mobile Broadband (PSMB) - Department input to the development of a national PSMB capability.
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform
- Secretariat for the departmental Cyber, Security and Resilience (CeSAR) community of practice.

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Representing the department in the electronic surveillance reforms taskforce of the Attorney-General's Department
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the departments Cyber, Security and Resilience community of practice.

Telecommunications Disaster Resilience

- Implementing telecommunications resilience measures including in the National Bushfire Response Package that relate to the following components of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and
 - Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - national Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruptions Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.

Telecommunications Infrastructure Protection

- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Managing telecommunications elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network.

- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.

This Branch does not handle the following issues:

- Issues relating to entities not regulated by the Telecommunications Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural disasters (i.e. planned outages or BAU outages)
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Communications Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry & Sustainability Branch).
- Issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jason Ashurst | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) — initiative — initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Consideration of digital exclusion of school students from education opportunities to inform a longer term digital inclusion approach for students
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas

- Electromagnetic energy (EME) from telecommunications facilities
- EME&You communication program
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

The MoU with PNG on telecommunications policy and regulation capacity and capability (Post, International Telecommunications & ACMA Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Broadband Policy and Upgrades | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

USG Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?

- What were the Alternative Voice Trials?

Telecommunications in New Developments

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

USG Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Coinvestment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Daniel Caruso | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to a number of regional communications infrastructure issues and services, including the Regional Connectivity Program, the Viewer Access Satellite Television (contract to 30 June 2024 only) and the Regional Backbone Blackspots Program.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | TBC | TBC |
| Director, Regional Communications Programs and Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Better Connectivity Plan for Regional and Rural Australia Plan

- Overarching coordination, briefing and reporting on regional connectivity and mobile programs under the Better Connectivity Plan for Regional and Rural Australia.

Regional communications issues

- Connectivity issues, particularly in regional areas
- Questions about current and future funding for regional connectivity, including for First Nations communities.

Regional Connectivity Program and regional communications issues

- Design and management of future rounds of Regional Connectivity Program grants funding, including assessment, evaluation and negotiation of funding agreements, including dedicated funding for projects in First Nations communities
- Implementation of the first to 4th rounds of the Regional Connectivity Program including the Connecting Northern Australia Initiative.
- Status of the rollout and questions about funded projects under RCP
- Questions about current and future funding rounds of the program

Remote and legacy infrastructure

- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).
- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, the offshore islands and territories and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)

On-Farm Connectivity Program (OFCP)

- Design and delivery of the \$30 million On Farms Connectivity Program.

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission, access and service issues under the current VAST satellite contract until 30 June 2024 (Note – policy responsibility for future VAST services and contract arrangements from 1 July 2024 are the responsibility of the OSMAP division).
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services including regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Programs Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | TBC | TBC |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals/communities can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area?
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?
- Design and establishment of future rounds under the Better Connectivity Plan

Improving Mobile Coverage Round (IMCR)

- Design and implementation of the IMCR
- Status of the rollout and questions about funded base stations

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.

Mobile Network Hardening Program

- Administration and management of the Mobile Network Hardening Program - Round 1 (i.e. Stage 1 projects upgrading backup power at Mobile Black Spot Program Rounds 1 and 2 base stations, and Stage 2 projects targeting upgrades to other regional mobile network infrastructure to improve resilience)
- Design and establishment of Rounds 2 and 3 under the Better Connectivity Plan
- Note: General resilience matters, including outages are handled by the Telecommunications Resilience Branch.

Multi-Carrier Highways Program

- Design and delivery of the new Better Connectivity Plan initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage.

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Competition and Spectrum Branch)
- Spectrum interference to radio services (Competition and Spectrum Branch)
- Fixed-wireless and satellite connections (Broadband Policy Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Resilience Branch for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra, Optus and TPG Telecom (formerly Vodafone) 3G network shutdown (Competition and Spectrum Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Digital Inclusion and Sustainable Communications Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (Universal Services Branch)
- Alternative Voice Services Trials (Universal Services Branch)
- Mobile coverage audit – under the Better Connectivity Plan (Universal Services Branch).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|------------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Postal Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, International Engagement — ITU and APT | s22(1)(a)(ii) (31/7 – 15/9) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (18/9 – 27/10) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options and the international and domestic postal sector
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Support the development and implementation of treaty obligations through the Universal Postal Union, in line with Australian Government interests. Proactively engage in cross-governmental matters including international mail security policy
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Supports implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, Triple Zero and the former Government's Consumer Safeguards Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN, the Regional Tech Hub, and Aged Care communications accessibility Pilot to assess the telecommunications needs of aged care residents.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, safe, secure and interconnected internet.

| | | | | |
|---|---------------------|----------------|---------------|---------------|
| Assistant Secretary | Kath Silleri | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Liaison & Emergency Services | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Delivery | s22(1)(a)(ii) | 03 9097 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra and implementation of the National Review of the Triple Zero Operator
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the Captel transition program) and captioning and audio description services
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Consumer Data Right (CDR) — liaising with the Treasury regarding application of the CDR to the telecommunications sector
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Management of the Aged Care Pilot
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements)
 - Modernisation/reform of the Safeguards Framework (how rules are made, rules content, enforcement)
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Consumer Data Right (CDR) — liaising with the Treasury on application of the CDR to the telecommunications sector
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Accesshub web pages
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) and the *Spam Act 2003*
- Mobile number portability fraud.

Liaison and Emergency Services Section

- Project development for a potential Messaging to Triple Zero Service using SMS — liaison with stakeholders including emergency service organisations (police/fire/ambulance services), mobile carriers, and Telstra.
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Service Delivery Section

- Management of the contract to deliver the National Relay Service
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Management of the contract for the Regional Tech Hub
- ACCAN contract/grant management and consumer advocacy
- Management of the Comms in Aged Care & DEP review.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space

- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF).

This Branch does not handle the following issues:

- NBN migration and connection/activation issues (Productivity and Technology Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Sustainable Communications Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (NBN Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Sustainable Communications Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Communications Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

REGIONAL, CITIES & TERRITORIES GROUP

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Programme and the Drought Communities Programme Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs and manages the evaluation program for the division.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, Policy Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development's (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Conducts regional policy research and horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Local Government | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence

Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other agencies with a shared agenda on regionalisation.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|-----------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office / Regional Initiatives Implementation Office | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program (A/g) | s22(1)(a)(ii) | 02 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program (on leave) | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division and across the Regions, Cities and Territories Group.

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|--|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | N/A |
| Regional Executive Officer / A/g Director, Planning & Performance | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition and Legacy Programs | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered through the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|--|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Communications | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Future Strategies | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Kim Forbes | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 08 9164 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of the relationship with Phosphate Resources Limited
- Contract management of contracts for IOT air services and airports
- Management of Commonwealth owned commercial buildings.

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS

- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Jane Christie | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance and State Service Arrangements | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Establishment of and ongoing delivery of secretariat support for the NI Governance Committee
- Management of state service delivery arrangements with the Queensland Government
- Planning for the improvement and expansion of state services on NI
- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community

- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide administration and executive support to the Administrator of NI
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the National Urban Policy Framework to the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Matthew Roper | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Support Unit, Finance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities & Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|--|-------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsoon | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Place Based Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Policy and Coordination | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Urban Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Precincts | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Urban Policy
- Place based
- Precincts
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch: Cities and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville & Hinkler | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, South East Queensland | s22(1)(a)(ii) | s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Deal.
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct Upgrade to UTAS Stadium Launceston

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Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The Office of Northern Australia (ONA): The sustainable and resilient economic development of Northern Australia north is a key Government's commitment to a whole of government agenda. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. First Nations Australians are key and equal partners in our work, a cornerstone of the Government's ambitious dual social agenda to give voice to First Nations sovereignty and build Australia's future as a renewable energy powerhouse. This branch also provides executive secretariat support for the Northern Australia Indigenous Reference Group and the Northern Australia Ministerial Forum.

| | | | |
|--|----------------------------|------------|---------------|
| Assistant Secretary | Linda Lee (Darwin) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | N/A | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) (Cairns) | N/A | TBC |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Strategy | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |
| Director, Planning | s22(1)(a)(ii) (Perth) | N/A | TBC |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Constitutional Recognition Committee of Cabinet
- Indigenous related policy in Northern Australia

Policy

- Development Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum
- Northern Australia Grants Programs:
 - Northern Australia Development Program (NADP), and the Strengthening Northern Australia Business (SNAB) Advisory Service
 - Business and Community Growth Program (BCGP)
- Senate Estimates, Parliamentary Inquiries, Cabinet Submissions
- Maintain currency in key Northern Australia issues including disaster response, insurance, water and infrastructure

Planning

- White Paper refresh including Action Plan
- Whole of Australian Government engagement on the Northern Australia agenda
- Branch business planning

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | N/A | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Operations | s22(1)(a)(ii) (Sydney) | N/A | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in the administration of the NAIF Act in relation to Board appointments

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and assessing proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegate) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QTB)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | AL5W | EA to Lil Gordon (FAS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | | • | • | AL5W | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) + Anne-Louise Dawes (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M,T,W,T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Marie's Group) | | | | | | | | | | |

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| | | | | | | | | | | |
|---|---|-----------------------|---|---|---|---|---|---|--------|---|
| COMMUNICATION, RESEARCH, STRATEGY & PARLIAMENTARY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | • | | AL5W | EA to Diana Hallam (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5W | EA to Shona Rosengren (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | • | | AL5E | Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| HUMAN RESOURCES & PROPERTY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N5W | A/g EA to s22(1)(a)(ii) (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Lachlan Wood (AS) |
| INFORMATION TECHNOLOGYINFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | • | • | N1W | Divisional Support to Jeff Goedecke (FAS/ CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | N4E | EA to Tony Castley (AS) |
| TBC | TBC | 02 6274 s22(1)(a)(ii) | | | • | | | | N1W | EA to Alex Clark (AS) |
| LEGAL SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Admin |
| CORPORATE SERVICES DELIVERY PROGRAM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | • | • | | N6E | EA to Diana Hallam (FAS) |
| TRANSPORT GROUP (Marisa’s Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4W | EA to s22(1)(a)(ii) (a/g AS), Brendon Buckley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Phil McClure (AS) |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to Mike Makin (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL3W | A/g EA to Andrew Johnson (AS) and s22(1)(a)(ii) (A/g AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |

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| | | | | | | | | | | | |
|---|--|-----------------------|---|---|---|---|---|---|------|--|--|
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au s22(1)(a)(ii) @amsa.gov.au s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | • | • | • | • | • | | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | • | | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.aum | | | | | | | | | | Executive Officer |
| s22(1)(a)(ii) | | 02 6217 s22(1)(a)(ii) | | • | | | | | | | |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | | |
| Secretariat for Infrastructure and Transport Ministers - Departmental Contact | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | | |
| INFRASTRUCTURE ADVISORY & SUPPORT BRANCH | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | • | • | • | • | • | AL1E | | EA to Andreas Bleich (AS) |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Anita Langford (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | | EA to Robyn Legg (AS) |
| ITID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | | | NRN4 | | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | NRN4 | | EA to Jessica Hall (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | NRN4 | | EA to James Savage (AS) + Jennifer Stace (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | NRN4 | | EA to Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL1E | | EA to Lisa La Rance (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @Infrastruture.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | • | • | AL2W | | EO to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL1W | | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL2W | | EA to Adam Stakevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL2W | | EA to Mitchell Cole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | AL2W | | EA to Benjamin Meagher (AS) |

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| | | | | | | | | | | |
|--|---|-----------------------|---|---|---|---|--|---|--------|--|
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRCUTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | 02 8114 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | | 02 8114 s22(1)(a)(ii) | | • | | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | • | | | | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Pauline Sullivan (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | OSMaP Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Pauline Sullivan (FAS) + Bridget Gannon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Adam Carlon (AS), s22(1)(a)(ii) (a/g AS) + James Penprase (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 8023 s22(1)(a)(ii) | | | • | | | | Sydney | EA to Maria Vassiliadis (AS) |
| COMMUNICATIONS INFRASTRUCTURE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | CID Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Matthew Brine (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI3 | Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | P& Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | P& Digital Inclusion |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Matthew Brine (FAS) Mon- Wed |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Matthew Brine (FAS) Wed – Fri |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for TRB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| COMMUNICATIONS SERVICES & CONSUMER | | | | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | | | For ACMA |

| | | | | | | | | | | | |
|---|--------------------------------------|-----------------------|---|---|---|---|---|---|---|--------|--|
| Australia Post | s47E(d) @communications.gov.au | | | | | | | | | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | • | | • | | | | NISHI3 | EO to Daniel Caruso (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | | • | | • | | NISHI3 | EA to Daniel Caruso (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | • | • | • | • | • | | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | | | | | | NISHI3 | EA to Karly Pidgeon (AS) + Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 03 9097 s22(1)(a)(ii) | | | | | | | | Melb | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 02 6271 s22(1)(a)(ii) | | | | | | | | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | | | | | NISHI3 | UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | Back up UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | UC for RCB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 03 9097 s22(1)(a)(ii) | | | • | | | | | Melb | UC for CSB |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | | |
| ABC | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| NBN | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| SBS | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) (A/g) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N2E | EA to Matthew Roper |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N2E | EO to to Matthew Roper |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Darwin | EA to Linda Lee (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | BNE | EA to Andrew Burke (AS) |
| TERRITORIES | s47E(d) @infrastructure.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | • | | • | | AL3W | EA to Sarah Vandebroek (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | • | | • | | AL3W | EA to Kim Forbes (AS) + Jane Christie (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | • | | • | | AL3W | EA to Aaron O'Neill (AS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | • | AL3W | Divisional Support Unit Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | AL3W | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | AL3W | Divisional Support Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | AL3W | Divisional Support Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | | |

| | | | | | | | | | | |
|--|---------------------------|------------------------------------|--|---|---|---|---|---|--|--|
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |
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Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

October 2023

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 4 |
| FIRST NATIONS PARTNERSHIPS..... | 5 |
| First Nations Partnerships | 5 |
| NET ZERO UNIT | 6 |
| Net Zero Unit | 6 |
| CREATIVE ECONOMY & THE ARTS GROUP | 7 |
| Office for the Arts..... | 7 |
| Arts Development & Investment Branch..... | 8 |
| Collections & Cultural Heritage Branch | 9 |
| Cultural Policy Strategy and Program Support Branch | 11 |
| Creative Industries Branch | 12 |
| First Nations Languages an Regional Arts Branch | 13 |
| Screen and Arts Workplaces Development Branch | 14 |
| CORPORATE GROUP | 16 |
| Communication, Research, Strategy and Parliamentary | 16 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)..... | 17 |
| Data and Systems (DAS) Branch | 18 |
| Strategy, Economic Policy and Evaluation Branch..... | 20 |
| Communication, Ministerial & Parliamentary Services Branch..... | 21 |
| Department Liaison Officers (DLOs) | 23 |
| Human Resources & Property Branch | 24 |
| Finance, Governance, Budget and Business Services Division | 25 |
| Finance Branch | 26 |
| Business Services Branch | 28 |
| Assurance, Integrity, Risk and Governance Branch | 29 |
| IT Division | 32 |
| Digital Initiatives Branch..... | 33 |
| IT Services Branch..... | 35 |
| Legal Services Division..... | 36 |
| Legal Services – Commercial | 36 |
| Legal Services – Public Law..... | 36 |
| Corporate Service Delivery Program | 38 |
| TRANSPORT GROUP | 39 |
| Domestic Aviation & Reform Division | 39 |
| Domestic Policy and Programs Branch | 40 |
| Aviation White Paper Taskforce | 42 |
| Airports Branch..... | 43 |
| Airport Environment..... | 45 |
| International Aviation, Technology & Services Division | 46 |
| Safety & Future Technology Branch | 47 |
| International Aviation Branch | 49 |
| Western Sydney Airport Regulatory Policy Branch | 51 |
| Surface Transport Emissions and Policy Division | 52 |
| Land Transport Policy Branch | 53 |
| Maritime & Shipping Branch | 55 |
| Strategic Fleet Project Team..... | 57 |

| | |
|---|------------|
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 58 |
| Reducing Surface Transport Emissions Branch | 61 |
| INFRASTRUCTURE GROUP | 63 |
| Infrastructure Group Assurance and Advisory Branch | 63 |
| Olympic and Paralympic Sport Infrastructure Branch | 65 |
| Land Transport Infrastructure Division | 66 |
| Program, Policy & Budget Branch | 67 |
| Queensland, Northern Territory and Western Australia Branch | 68 |
| NSW, ACT & Targeted Roads Branch | 69 |
| VIC, TAS & SA Branch | 70 |
| Report and Program Management (RPM) Taskforce | 71 |
| Commonwealth Infrastructure Projects Division | 72 |
| Strategy and Support Branch | 73 |
| Taskforce Branch | 74 |
| Rail Project Delivery Branch | 75 |
| Aviation and High Speed Rail Branch | 76 |
| Freight Terminals Branch | 78 |
| Road and Vehicle Safety Division | 79 |
| Vehicle Safety Policy & Partnerships Branch | 80 |
| Office of Road Safety Branch | 82 |
| Vehicle Safety Operations Branch | 84 |
| Targeted Infrastructure Programs Branch | 86 |
| COMMUNICATIONS & MEDIA GROUP | 87 |
| Online Safety, Media & Platforms Division | 87 |
| Classification Branch | 88 |
| Media Industry & Sustainability Branch | 89 |
| Online Safety Branch | 91 |
| Platforms and News Branch | 93 |
| Media Reform Branch | 95 |
| Communications Infrastructure Division | 96 |
| Broadband Policy Branch | 97 |
| Competition and Spectrum Branch | 99 |
| Telecommunications Resilience Branch | 102 |
| Digital Inclusion and Deployment Branch | 105 |
| Universal Services Branch | 107 |
| Communications Services & Consumer Division | 110 |
| Regional Connectivity Branch | 111 |
| Regional Mobile Infrastructure Programs Branch | 113 |
| Post, International Telecommunications & ACMA Branch | 115 |
| Consumer Safeguards Branch | 117 |
| REGIONAL, CITIES & TERRITORIES GROUP | 120 |
| Regional Development and Local Government Division | 120 |
| Regional Policy Branch | 121 |
| Local Government, Regional Intelligence and Data Branch | 122 |
| Major Projects and Governance Branch | 123 |
| Regional Programs Branch | 124 |
| Territories Division | 125 |
| Indian Ocean Territories Branch | 126 |
| Mainland Territories Branch | 128 |
| Norfolk Island Branch | 131 |
| Partnerships and Projects Division | 133 |
| Urban Policy Taskforce | 134 |

| | |
|--|-----|
| City & Regional Partnerships Branch..... | 135 |
| Office of Northern Australia | 136 |
| Northern Australia Investments and Projects Branch | 138 |
| UNIT COORDINATOR CONTACTS..... | 140 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|----------------------------------|-------------------------|-----------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|----------------------------|-------------------------------|-----------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

[ARTS AGENCY CONTACTS](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Implementation and management of the COVID Arts Sustainability Fund
- Implementation and management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- Administration of the eligibility for and reporting against the Show Starter Loan Scheme
- Management of the Register of Cultural Organisations (ROCO)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Investment in the arts through Creative Australia funding
- Catalyst — Australian Arts and Culture Fund (closed 2017) legacy issues (with Australia Council).
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of eight National Collecting Institutions (NCIs): Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program in 2021–22

- Oversight of the grant to the National Trust of Australia-Queensland for its implementation of cultural heritage and visitor engagement activities at the Cooktown Museum in 2021–22/2022–23
- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy and Evaluation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems and Program Support | s22(1)(a)(ii) | TBC | TBC |
| Director, Access, Participation and Inclusion | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery of the new National Cultural Policy — Revive: A place for every story, a story for every place.
- National Arts and Disability Strategy
- Policy advice on intergovernmental arts policy issues, including cultural tourism and other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Anne-Louise Dawes | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Standalone Legislation | TBC | TBC | TBC |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, disability arts access and participation, arts and tourism policy, multicultural arts matters as well as cultural statistics work and divisional administrative finance oversight and reporting.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Access and Participation & Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Tourism and City Deals
- Regional Deals and Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Local Government arts related matters
- National Cultural Institutions cross-agency KPI Reporting Framework
- Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|--------------------------------|--|----------------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) s22(1)(a)(ii) | 6271 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | s22(1)(a)(ii) TBA |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)

- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Communication, Research, Strategy and Parliamentary

Levels 3W, 5 & 6W Alinga and Nishi Level 5

The division provides communications, research, strategic and parliamentary products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Diana Hallam | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|------------------------|---------------------------|---------------|
| Head of Bureau | Shona Rosengren | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data & Analysis | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data and Systems (DAS) Branch

Alinga 5W, 6W

The Data and Systems Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services, government wide initiatives and reporting, and cabinet functions - supporting our Ministers on Cabinet and related processes.

| | | | |
|--|-----------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBA |
| Director, Road Safety Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Data Strategy and Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBA |
| Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on Call | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to Department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to Department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings
- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.

- The Government Wide Initiatives Team collaborates across the Department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental forums on issues including Digital Economy Strategy and climate and disaster resilience
- Regulatory Reform covers three streams:
 - Stewardship and accountability: develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the Department's regulatory responsibilities
 - Stakeholder management: work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- The Team also provides a whole-of-Department perspective on multilateral and international engagement issues which cut across multiple policy areas in the Department.

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|---|---------------------------|---------------------------|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Communication, Ministerial & Parliamentary Services Branch

Nishi Level 5 & Alinga 3W

Communication, Ministerial and Parliamentary Services Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. This Branch provides support through a range of enabling services in two key areas:

1. [Communications and Media](#) covers ministerial media announcements, speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns. The Branch also provides support to the department and the ministerial offices with event briefings and ministerial speaking and meeting briefs.
2. [Ministerial and Parliamentary](#) services provide strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel to Ministerial offices.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Susan Charles | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities and Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Campaigns | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Communications and Media

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services

- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on preparation and process for tabling documents, portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping line areas with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of Ministerial International travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the offices on policy and administrative matters.

| Minister | DLO | Phone and email |
|---|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.cking@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.rowland@mo.communications.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Tony Burke MP | s22(1)(a)(ii) | dlo.burke@mo.arts.gov.au mobile: s22(1)(a)(ii) |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | dlo.mcbain@mo.regional.gov.au mobile: s22(1)(a)(ii) |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | DLOKing@industry.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | dlo.brown@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | dlo.chisholm@mo.regional.gov.au mobile: s22(1)(a)(ii) |

*Department of Industry, Science and Resources, as the lead agency, provides DLO support for Minister Madeleine King.

Human Resources & Property Branch

Nishi Level 6

The Human Resources (HR) and Property Group provides strategic and operational advice on people and property related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and Departmental cultural initiatives including diversity and inclusion. The property function manages all facilities management for the Department premises and is responsible for the implementation and development of accommodation strategies and projects. HR and Property reports directly to the Chief Operating Officer.

| | | | |
|---|-------------------------|---------------------------|---------------|
| Assistant Secretary | Stephanie Bourke | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing workforce, including talent and succession management, strategic attraction and sourcing, capability building and cultural change
- Capability development initiatives including leadership development programs; talent and succession management; coaching and mentoring programs, entry level programs, policy and core skills and the digital literacy development program
- Human resource services including payroll, terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedure development
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Workforce management, analysis and planning
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and best practice
- APS-wide HR initiatives and legislative compliance, including APS values; work level standards; employment conditions; diversity and inclusion; leading flexible working initiatives
- Workforce and cultural change in the Department through proactive engagement with managers and staff on change management issues; developing workforce action plans
- Providing and supporting case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management and maintenance of the Department's tenancies
- Management and development of the Department's accommodation strategies.

Finance, Governance, Budget and Business Services Division

Northbourne 2E, 5E, 5W & 6E, Alinga GF & 3W

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Finance Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Budgets & Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns

- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Faster Rail Agency and North Queensland Water Infrastructure Authority.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or MidYear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Business Services Branch

Northbourne 5E, 5W & 6E

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Business Engagement Services

- Works collaboratively with business areas to identify ways to streamline and improve engagement practices with Corporate Services
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2, Ground Floor Alinga & Alinga 3W

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Records management
- Fraud investigation
- Probity
- Freedom of Information
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Integrity Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Freedom of Information | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Risk Policy and Framework | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the National Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).

- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Freedom of Information

- Provide advice, guidance and support to departmental staff, portfolio agencies and ministerial offices on our legislated obligations under the *Freedom of Information Act 1982* (the FOI Act).
- Facilitate on-the-job information sessions relating to FOI to assist line areas and other key stakeholders to better understand the FOI Act.
- Manage the coordination of quarterly FOI reporting to the Office of the Australian Information Commissioner.
- Ensure senior executives are briefed on current/active FOI requests, particularly media/sensitive requests.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.

- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | TBC | TBC |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | |
|---|--------------------|---------------------------|---------------|
| Chief Digital & Chief Information Security Officer | Alex Clarke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy, Governance & Change | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum savings to the Department for reinvestment
- Defining the IT Governance and Committee Framework
- Managing the IT Reference Group, IT Consultative Committee, Corporate Programme Forum, and IT Project Governance Board
- Developing change and communication strategies and artefacts about IT projects and activities, with a focus on end users and adoption
- Developing and implementing policies, plans, guidelines and standards to ensure an enhanced level of physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security and Agency Security teams
- Operating and maintaining building security functions with partners including guards, alarms, and access controls
- Managing the Department's personnel security clearance functions and obligations
- Responsible for identifying, advising, and minimising personnel and physical security risks.

IT Front Door & Architecture

- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency.
- Managing the outcomes and functions of the IT Architecture Board.

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan.

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements

- Leading and managing transitions to new service arrangements.

IT Services Branch

Northbourne 4E & 4W

| | | | |
|---|---------------------|---------------------------|---------------|
| Chief Technology Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability.

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
 - Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division.

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | |
|-------------------------------|--------------------------------|---------------------------|--------------------|
| Chief Counsel | Chris (Christine) Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | 6274 s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | |
|---|--------------------|--------------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | |
|---------------------------------------|---------------------------|---------------------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

- Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:
 - Administrative Law (e.g. advice on lawful decision making)
 - Commonwealth Ombudsman matters
 - Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
 - Construction
 - Employment/Industrial Relations (advice/proceedings)
 - FOI
 - Grants
 - Intellectual Property
 - IT/Data Sharing
 - Legal claims and civil liability risk (advice)
 - Legal training
 - Legislative instrument drafting (non-tied)**
 - Litigation/Disputes/AAT (proceedings)
 - Major Projects
 - OAIC matters
 - Privacy
 - Procurement
 - Public Interest Disclosures (PIDs)
 - Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
 - Real Property
 - Statutory interpretation (advice on the meaning of legislation)
 - Other Commercial
 - Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

Corporate Service Delivery Program

Northbourne 6E

The Corporate Service Delivery Program will support the Corporate Group by using a design led approach to:

- Provide staff with a clear vision and service offer so they know what to expect from the Corporate Group.
- Develop a strategy for the future of corporate services and a flexible roadmap that describes agreed activities/projects to get the Corporate Group there.
- Articulate a set of principles or charter that describes how the Corporate Group will strive to be a people centred and effective business partner.
- Baseline the Group's current maturity and measure how we are tracking against the desired future state.
- Develop re-usable metrics to measure service performance and satisfaction
- Establish a service design function to support innovation and continuous improvement so staff in Corporate have the tools and capabilities they need to deliver the best possible service.

| | | | |
|---|---------------|--------------------|---------------|
| Director | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Deliverables and Indicative Timeline

Understand current state: March — June 2023

- Identify core user groups and needs
- Develop measurement framework
- Current state maturity assessment and analysis
- Commence stocktake of existing/emerging improvement initiatives
- Research to identify best practice
- Insights and reporting.

Hire to Retire Project and Service Design Function Establishment: March – May 2023

- Sprint 1: Mobilise team, agree ways of working, confirm scope of project
- Sprint 2: Analyse existing data, conduct self-discovery activities, plan stakeholder co-design & research approach
- Sprint 3: Workshops with identified stakeholders to validate insights, build service blueprint
- Sprint 4: Workshops and targeted sessions to validate improvement opportunities for people/process/data tech and business rules
- Sprint 5: Finalise documentation & define initial Service Design Operating Model

Define the future state: July — August 2023

- Develop Corporate Strategy and design Operating Model
- Develop Corporate Roadmap for change that considers sequencing, dependencies, phasing and work in flight
- Define the capabilities required to enable the change program
- Prioritise improvements for design support

Throughout this program we will work across the Corporate Group to identify any projects, initiatives or enhancements that are appropriate to pilot a service design approach. These live case studies will inform the ongoing capabilities required to embed a people centered and continuous improvement culture, and provide an evidence base for investment in a Service Design function.

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Sydney Demand Management and Economic Regulation | s22(1)(a)(ii) | Webex | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Brendon Buckley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Aviation White Paper Drafting and Statistical Analysis | s22(1)(a)(ii) | N/A | N/A |
| Director, White Paper Policy Team 1 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 2 | s22(1)(a)(ii) | 02 9556 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 3 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Phil McClure | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South West and NSW Airports and Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.

- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | TBC | TBC | N/A |
| A/g Director, Environmental Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | TBA | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunset review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|-------------------------------|---|---------------|
| First Assistant Secretary | Richard Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) / s22(1)(a)(ii) | 6274 s22(1)(a)(ii) / 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system

- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---|---------------|
| Assistant Secretary | Jim Wolfe | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) / s22(1)(a)(ii) | 6274 s22(1)(a)(ii) / 6274 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- International aviation policy advice on the international aviation industry and future issues associated with the recovery of international aviation in Australia, in the region and globally
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Policy, Programs and First Nations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Regulatory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Environment and Land | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Business Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Co-Directors, Heavy Vehicle Reform | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Safety Crossing Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Leads the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.
- Prepare and undertake scenario planning with the transport industry in order to respond to, and better prepare for future freight and supply chain disruptions.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- The team works with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- The team is responsible for policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- This team is also responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- The team is also responsible for oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|---|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) A/g/ s22(1)(a)(ii) A/g | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, *Carriage of Goods by Sea Act 1991* and engagement with the International Maritime Organisation's FAL Committee on the FAL convention and the Expert Group on Data Harmonisation.
- Engagement on international agreements for the Judicial sale of ships.

Shipping Security, Policy and Regulation

- Oversee Maritime Security policy including:
 - Cyber security
 - Critical Infrastructure
 - National Civil Maritime Security Strategy
 - Naval Shipbuilding
- Develop and maintain supply chain disruption responses, including whole-of-government partnerships
- Manage Critical Incident Response policies, including the National Plan for Marine Environmental Emergencies
- National and International Engagement activities related to security, policy and regulation in the maritime and shipping context.
- Maritime and Shipping Legislation and Regulation - central maritime point of contact, including oversight and coordination, with primary responsibility for Shipping Registration Act 1981 and managing coastal trading and cruise ship policy. This responsibility spans monitoring the effectiveness of the Shipping Registration Act 1981, including developing proposed amendments, and managing coastal trading and cruise ship policy, including working with government stakeholders in addressing evolving policy imperatives.

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012*, *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.
- International Maritime Organization engagement strategy

Strategic Fleet Project Team

Alinga 3W

The Strategic Fleet Project Team provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Project Team include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| A/g Assistant Secretary, Head, Office of Future Transport Technology | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which will test in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - preparation of drafting instructions for, and instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies. It does this through working with the states and territories to support national consistency in technology investments and rollouts, including through policy instruments such as:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies, and developing the new National Road Transport Technology Strategy; and
 - developing the Policy Framework and Strategy's associated [National Land Transport Technology Action Plans](#) (in collaboration with the states and territories and in consultation with industry), implementing Commonwealth aspects of actions in the current (2020–2023) Action Plan, and monitoring and reporting on [progress against the action plan](#)
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for the organisation of agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas. ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES).
- Leads on relationships for IT development to implement the FES.
- Finalisation of the domestic commercial vessels review.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.

- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic and Paralympic Sport Infrastructure Branch

Narrellan Level 4

| | | | |
|---|---------------|--------------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Stakeholder Management and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | TBA | TBA |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

The Brisbane Arena workstream

The Brisbane Arena workstream will maintain oversight on the delivery progress of the Brisbane Arena project. Including:

- Oversight of the jointly-funded business case to be undertaken on the Arena.
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG).
- This team will be responsible for coordinating the PCG and ESC inputs and decisions from the Brisbane Arena and preparing relevant briefing up to the Arena Project Board and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements the Brisbane Arena.

Minor Venues and 2026 Commonwealth Games Workstream

The Minor Venues Workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. This will include:

- Reviewing business cases, PVRs and other analysis
- Representing the Australian Government at PCGs for each of the projects.
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreements for the Minor Venues Program

The workstream will also be responsible for managing the Australian Government's involvement in the 2026 Victorian Commonwealth Games as required.

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Anita Langford | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Implementation Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT & Targeted Roads Branch

Alinga 1E

The NSW, ACT & Targeted Roads Branch is responsible for the administration of road, rail, bridges and heavy vehicles projects in NSW and ACT. It evaluates new project proposals under the IIP and advises Government on future priorities for each state. The Branch is also responsible for managing, across all jurisdictions, maintenance funding on the National Network and local road funding — encompassing the Black Spot Program, the R2R Program, the Bridges Renewal Program and the HVSP.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Road Infrastructure Investment in NSW/ACT including under the IIP, ROSI and UCF Programs.
- Business Improvement and Assurance/IIP Governance provide key program governance functions to Land Transport Infrastructure Division (LTID) to support the delivery of the Infrastructure Investment Program (IIP), including:
 - Governance, Assurance, Performance and Reporting Committee secretariat and support
 - Audit implementation coordination
 - Monitoring and evaluation
 - Documenting business processes to contribute to enhanced governance, such as development of Practice Directions, and Capability framework.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the Infrastructure Investment Program and the Urban Congestion Fund for urban NSW
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport of NSW and NSW Councils in relation to the projects
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs
- Provide advice on potential projects.

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Rob Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Paul Cutting | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | TBC |
| Program Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Product Owner | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Jennifer Stace | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|--|---------------|-----------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy and Governance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Secretariat and Appointments | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Culture and Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Strategic Communications

- Leads project specific government messaging and events management for the division's projects.
- Works closely with Branches to ensure the delivery of consistent and accurate government messaging through various communication channels.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours, leading development, change and continuous improvement initiatives which build and extend staff capabilities and expertise.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.

- Manages the division's property and accommodation requirements.

Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|------------------------------|---------------|
| Assistant Secretary | Joanna Piva | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 and IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | Jason Preece | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA and WSI Commercial | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, WSI Oversight | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|---------------|-----------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 07 3516 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW and QLD | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | |
| A/g Director, Freight Terminals Operations | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E & 1W

The Road and Vehicle Safety Division has a number of roles and functions, including the support and implementation of Australian Government policies, procedures, guidelines and legislation. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Melissa Cashman | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Car Safety Ratings Program, including Australasian New Car Assessment Program (ANCAP), Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Keys2Drive
 - Road Safety Awareness and Enablers Fund
 - Amy Gillett Foundation Program
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which nationally consistent performance-based standards that road vehicles must comply with before being provided in Australia.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. The RVS legislation achieves these aims by enabling the Minister to determine national road vehicle standards for road vehicles and road vehicle components, prohibiting the importation of road vehicles that do not comply with national road vehicle standards, establishing a Register of Approved Vehicles and establishing a framework for recalling unsafe road vehicles and approved road vehicle components that are unsafe or do not comply with national road vehicle standards.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6247 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Airbags & Future Recalls | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles to the Australian market as per the requirements of the RVSA and the transitional arrangements to 30 June 2023 for the MVSA
- The section conducts technical assessments of evidence it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules.

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- The department has the regulatory responsibility for Australian vehicle and vehicle component recalls.

- Responsible for leading negotiations with vehicle manufacturers in relation to safety recalls of road vehicles and approved road vehicle component and publishes a notice for each recall on the department's dedicated recalls website.
- Conducts risk assessments for each recall and assigns a priority to the recall.
- Monitors the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components.
- Monitors the announcement of recalls globally and confirms whether these recalls affect Australian vehicles.
- Process vehicle safety and non-compliance reports that are recall related and allocated to the section in ROVER.

Airbag and Future Recalls

- Manage airbag hazard assessments and expert advice consultancies
- Manage governance for the Recall of Road Vehicles Interjurisdictional Working Group. This Forum exists to progress the NADI-5AT recall and other complex recall issues.
- Process in ROVER vehicle safety and non-compliance reports that are safety related and allocated to the section.
- Manage large, complex or problematic recalls such as the Takata NADI-5AT airbag recall including identifying a pathway for rectification of NADI-5AT affect concessional vehicles.
 - Manage the department's response to vehicle safety related coronial inquiries including:
 - Responding to finding from Ngo coronial inquiry in regard to Takata PSAN airbags
 - Preparation for the Velovski coronial inquiry in regard to Takata NADI-5AT airbags
- Design and deliver a Recall Awareness Communication Strategy to improve rectification rates of the NADI-5AT recall and all recalls listed on the department's vehicle recalls website.

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. The Heavy Vehicle Rest Areas Initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|----------------------------------|-------------------------|-------------|---------------|---------------|
| First Assistant Secretary | Pauline Sullivan | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | | |
|--|--------------------------|-------------|---------------|---------------|
| Assistant Secretary | Maria Vassiliadis | 9289 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 8023 | s22(1)(a)(ii) | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 9289 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 9289 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Reform Policy

- Policy advice on reform on the National Classification Scheme, including the 1995 Intergovernmental Agreement on Censorship which sets out Commonwealth and state and territory responsibilities
- Research to inform classification policy
- Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of approved theSpherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SBS Relocation Feasibility Study | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Television and radio, regional and First Nations broadcasting
- Community radio and television regulation (funding matters are handled by Media Programs), Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising – including gambling and alcohol
- Broadcasting Codes of Practice
- Local content obligations for broadcasters
- Critical broadcast infrastructure including the Broadcasting Resilience Program

- Commercial and subscription broadcast licensing for television and radio services
- Radio and TV reception issues in metropolitan areas
- Online gambling issues including policy advice in relation to:
 - Administration of the *Interactive Gambling Act 2001*
 - Australian and offshore gaming and wagering services including lottery betting and online poker
 - House of Representatives Inquiry into Gambling
 - Blocking of illegal gambling websites
 - Credit cards and online gambling
 - National Self Exclusion Register (BetStop).

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Bridget Gannon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director (A/g), Projects and Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

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|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| Director, News and Journalism | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

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|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|----------------------------------|---|---------------------------|---------------|
| First Assistant Secretary | Matthew Brine | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon – Wed) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Broadband Policy Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning frameworks and Regulatory | s22(1)(a)(ii) | 6236 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Sustainable Technology | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- Finalising the 5G Innovation Initiative.
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group

- Monitors and provides policy advice on emerging telecommunications technologies, including 6G, Open RAN and the Internet of Things (IoT).
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- Fixed Wireless connections and service issues — including installations, appointment delays, coverage and inadequate signal
- Satellite connections and service quality issues — including latency, appointment delays and cost vs other technologies
- NBN fixed line upgrades (FTTN, FTTN, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane network — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Retail competition on the NBN
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service (including the Christmas Island cable binding rule of conduct)
 - ACCC Statement of Expectations
 - Record Keeping Rules
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Why do I pay more for 1300 numbers from my landline or mobile phone than ordinary calls?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)

- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch does not handle the following issues:

- Mobile Blackspots (Regional Communications Branch)
- Mobile phone coverage problems (Regional issues go to Regional Communications Branch, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Universal Services Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Sustainable Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Broadband Policy Branch).
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband Policy Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Infrastructure Protection | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider (CSP) requirements under the Tel Act, including security and assistance obligations in Parts 14 and 15, except competition focused Carrier and CSP obligations.
- Submarine cable regulatory issues
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Tel's Act*)
- Telecommunications security obligations in free trade agreements (with International and others)
- Public directories
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Telecommunications resilience measures including in the Strengthening Telecommunications Against Natural Disasters Package.
- Telecommunications resilience — risk identification and policy development for risk mitigation
- Telecommunications resilience — stakeholder engagement, including Communication Sector Group and the Australian Telecommunications Security Reference Group.
- Telecommunications resilience – Establishing the Telecommunications Disaster Resilience Innovation (TDRI) Program
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- Telecommunications measures to explore a cell broadcast national messaging system, to send messages to the public, or a section of the public, in relation to emergency events.
- Public Safety Mobile Broadband (PSMB) - Department input to the development of a national PSMB capability.
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Representing the department in the electronic surveillance reforms taskforce of the Attorney-General's Department
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the departments Cyber, Security and Resilience (CeSAR) community of practice.

Telecommunications Disaster Resilience

- Implementing telecommunications resilience measures including in the National Bushfire Response Package that relate to the following components of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and
 - Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - national Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruptions Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.

Telecommunications Infrastructure Protection

- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Managing telecommunications elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.

- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.

This Branch does not handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural disasters (i.e. planned outages or BAU outages)
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Communications Branch).
- Security or Resilience matters relating to broadcasting infrastructure.
- Issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jason Ashurst | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities

- The Science of Safe Connection communication program (about EME)
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Broadband Policy and Upgrades | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

USG Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?

- What were the Alternative Voice Trials?

Telecommunications in New Developments

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

USG Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service (30 June 2024) and the Regional Backbone Blackspots Program. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|---|---|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (until 16 October) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs and Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).
 - Administrates and manages all rounds of Regional Connectivity Program grants funding, including assessment of applications and program evaluation
 - Implementation of the first to 4th rounds of the Regional Connectivity Program
 - Design and implement the second round of the Regional Connectivity Program, including the Connecting Northern Australia Initiative
 - Respond to questions about current and future funding for regional connectivity and Northern Australia Initiative
 - Questions about current and future funding for regional connectivity and Northern Australia Initiative.
 - Design and develop program guidelines, application pack, standard agreement for future rounds.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission issues
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health

On-Farm Connectivity Program (OFCP)

- Design and deliver of the \$30 million On Farms Connectivity Program.

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Plans and delivers the Regional Communications Ministers Roundtable. Manages the delivery of outcomes and action items from the Roundtable.
- Manages the Program Dashboards, which provide updates on the status of regional connectivity and infrastructure programs.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|--|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Programs Implementation | s22(1)(a)(ii) | TBC | N/A |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program) | s22(1)(a)(ii) (resumes Director role from 16 October) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) A/g until 16 October | 6271 s22(1)(a)(ii) | |
| Director, Audit | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.

Mobile Network Hardening

- Administration and management of the Mobile Network Hardening Program (i.e. upgrading backup power at Round 1 and 2 Mobile Black Spot Program base stations, and targeted upgrades to other regional mobile network infrastructure to improve resilience). (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and delivery of the new initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, the offshore islands and territories and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

Improving Mobile Coverage Round

This Branch does not handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | TBA | TBA |
| Director, Postal Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Engagement — ITU and APT | s22(1)(a)(ii) | | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options and the international and domestic postal sector
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Support the development and implementation of treaty obligations through the Universal Postal Union, in line with Australian Government interests. Proactively engage in cross-governmental matters including international mail security policy
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Supports implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN, the Regional Tech Hub, and Aged Care communications accessibility Pilot to assess the telecommunications needs of aged care residents.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | Kath Silleri | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Management of the Aged Care Pilot
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)
 - Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
 - Telecommunications Consumer Protections (TCP) Code review
 - Registration/licensing of carriage service providers
 - Financial Hardship Industry Standard
 - Industry code enforcement
 - General penalties / enforcement of consumer safeguards
 - Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Accesshub web pages
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) and the *Spam Act 2003*
- Mobile number portability fraud.

Liaison and Emergency Services Section

- Project development for a potential Messaging to Triple Zero Service using SMS — liaison with stakeholders including emergency service organisations (police/fire/ambulance services), mobile carriers, and Telstra.
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Service Delivery Section

- Management of the contract to deliver the National Relay Service
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Management of the contract for the Regional Tech Hub
- ACCAN contract/grant management and consumer advocacy
- Management of the Comms in Aged Care & DEP review.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF).

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Programme and the Drought Communities Programme Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs and manages the evaluation program for the division.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research and Insights | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development's (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Conducts regional policy research and horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Local Government | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, RDA Program Management | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence

Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other agencies with a shared agenda on regionalisation.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division and across the Regions, Cities and Territories Group.

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition and Legacy Programs | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities include:

Divisional Support Unit (Canberra)

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Kim Forbes | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Contracts | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 08 9164 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of the relationship with Phosphate Resources Limited
- Management of Commonwealth owned commercial buildings.

IOT Contracts (Perth)

- Contract management of contracts for IOT air services, ports and airports.

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jane Christie | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Mainland Territories Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure

- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function
- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management

- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance and State Service Arrangements | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Establishment of an ongoing delivery of secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|--------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Support Unit, Finance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Urban Policy Taskforce

Northbourne 2E

The Cities & Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Matthew Roper | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Tiffany Karlsruon | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Reporting & Coordination | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Research & Evaluation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- Place based
- Precincts
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch: Cities and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville & Hinkler | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, South East Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Macquarie Point | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Deal.
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The Office of Northern Australia (ONA): The sustainable and resilient economic development of Northern Australia north is a key Government's commitment to a whole of government agenda. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. This branch also provides executive secretariat support for the Northern Australia Indigenous Reference Group and the Northern Australia Ministerial Forum.

| | | | |
|--|----------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (Darwin) | N/A | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) (Cairns) | N/A | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |
| Director, Planning | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Strategy | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Constitutional Recognition Committee of Cabinet
- Indigenous related policy in Northern Australia

Planning

- White Paper refresh project management and engagement
- Branch business planning
- Senate Estimates

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum
- Northern Australia Grants Programs (NADP):
 - the Strengthening Northern Australia Business (SNAB) Advisory Service and
 - Business and Community Growth Program (BCGP)
- Parliamentary Inquiries, Cabinet Submissions
- Maintain currency in key Northern Australia issues including disaster response, insurance, water and infrastructure

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | N/A | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Operations | s22(1)(a)(ii) (Sydney) | N/A | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in the administration of the NAIF Act in relation to Board appointments

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and assessing proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QTB)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | AL5W | EA to Lil Gordon (FAS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | | • | • | AL5W | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) + Anne-Louise Dawes (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |

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| | | | | | | | | | | |
|---|--------------------------------------|-----------------------|---|---|---|---|---|---|--------|---|
| COMMUNICATION, RESEARCH, STRATEGY & PARLIAMENTARY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | • | | AL5W | EA to Diana Hallam (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5W | EA to Shona Rosengren (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| HUMAN RESOURCES & PROPERTY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N5W | A/g EA to s22(1)(a)(ii) (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Lachlan Wood (AS) |
| INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | Tbc | Tbc | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | • | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 9274 s22(1)(a)(ii) | | | • | | | | N1W | EA to Alex Clarke (AS/CDO/CISO) |
| LEGAL SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | • | • | • | | | N6W | EA to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Admin |
| CORPORATE SERVICES DELIVERY PROGRAM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | • | • | | N6E | EL2, Corporate Services Delivery Program |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Phil McClure |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |

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| TRANSPORT AGENCIES | | | | | | | | | | | |
|---|---|-----------------------|---|---|---|---|---|---|------|--|---|
| AIRSERVICES | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) Departmental Contact | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | | | • | • | • | • | • | | | |
| s22(1)(a)(ii) | s47E(d) @amsa.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | | | | • | | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.aum | | | | | | | | | | Executive Officer |
| s22(1)(a)(ii) | | 02 6217 s22(1)(a)(ii) | | • | | | | | | | |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | | |
| Secretariat for Infrastructure and Transport Ministers - Departmental Contact | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | | |
| INFRASTRUCTURE ADVISORY & SUPPORT BRANCH | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | NRN3 | | EA to Andreas Bleich (AS) |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au | | | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | | EA to Anita Langford (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | | EA to s22(1)(a)(ii) (A/g AS) |
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| ITID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | | | NRN4 | | A/g Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | NRN4 | | EA to Jennifer Stace (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | NRN4 | | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | NRN4 | | EA to s22(1)(a)(ii) (A/g AS) + Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL1E | | EA to Lisa La Rance (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @Infrastruture.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | • | • | AL2W | | EO to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | AL1W | | EA to Melissa Cashman (AS) |

| | | | | | | | | | | | |
|--|---|-----------------------|---|---|---|---|--|---|--|--------|--|
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | AL2W | EA to Adam Stakevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | AL2W | EA to Mitchell Cole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | AL2W | EA to Mel Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | 02 8114 s22(1)(a)(ii) | | | | | | | | | |
| s22(1)(a)(ii) | | 02 8114 s22(1)(a)(ii) | | • | | • | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | • | | | | | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | | |
| | | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | | |
| | | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | | |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | • | | • | | NISHI5 | EO to Pauline Sullivan (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | • | | • | | NISHI5 | OSMaP Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI5 | EA to Pauline Sullivan (FAS) + Bridget Gannon (AS) |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 8023 s22(1)(a)(ii) | | | • | | | | | Sydney | EA to Maria Vassiliadis (AS) |
| COMMUNICATIONS INFRASTRUCTURE | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | • | | • | | | | NISHI3 | CID Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | | • | • | | | | NISHI3 | EO to Matthew Brine (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | EA to Matthew Brine (FAS) Mon- Wed |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for TRB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | | NISHI3 | Competition & Spectrum |
| COMMUNICATIONS SERVICES & CONSUMER | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | | For AusPost |

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| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271s22(1)(a)(ii) | • | | • | • | | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 02 6271s22(1)(a)(ii) | • | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271s22(1)(a)(ii) | • | • | | • | | | | NISHI3 | Divisional Unit Coordinator |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 03 9097s22(1)(a)(ii) | | | | • | | | | Melb | EA to Kath Silleri (AS) + s22(1)(a)(ii) (a/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 02 6271s22(1)(a)(ii) | | | | • | | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | TBC | | | | • | | | | NISHI3 | UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271s22(1)(a)(ii) | | | | • | | | | NISHI3 | UC for RCB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 03 9097s22(1)(a)(ii) | | | | • | | | | Melb | UC for CSB |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | | |
| ABC | | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333s22(1)(a)(ii) | | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219s22(1)(a)(ii) | | | | | | | | | CEO EA |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106s22(1)(a)(ii) | | | | | | | | | CEO EA |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918s22(1)(a)(ii) | | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334s22(1)(a)(ii) | | | | | | | | | CEO EA |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430s22(1)(a)(ii) | | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | | | | | | | | | | | |
| s47E(d) | @infrastructure.gov.au | | • | | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) (A/g) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | | | | | | | | | | | |
| s47E(d) | @infrastructure.gov.au | | • | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | • | • | • | • | • | • | N2E | EA to Casey Greentree (a/g FAS ONA) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | • | | • | | • | | N2E | EA to Matthew Roper (FAS Urban Policy Taskforce) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | • | • | • | • | • | • | N2E | EO to Matthew Roper & Lisa Rauter |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | | • | | | | | | | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | | • | | | | | | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6274s22(1)(a)(ii) | | • | | | | | | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | | BNE | EA to Andrew Burke (AS) |
| TERRITORIES | | | | | | | | | | | |
| s47E(d) | @infrastructure.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Sarah Vandenbroek (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Kim Forbes (AS) + Jane Christie (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | • | • | | • | AL3W | EA to Aaron O'Neill (AS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | • | • | • | • | • | • | AL3W | Governance and Finance Unit Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | | • | • | | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274s22(1)(a)(ii) | • | | • | • | | | • | AL3W | Governance and Finance Unit |
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| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | | • | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | | • | | Governance and Finance Unit |

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| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271s22(1)(a)(ii) s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

November 2023

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Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 6 |
| First Nations Partnerships | 6 |
| NET ZERO UNIT | 7 |
| Net Zero Unit | 7 |
| CREATIVE ECONOMY & THE ARTS GROUP | 8 |
| Office for the Arts..... | 8 |
| Arts Development & Investment Branch..... | 9 |
| Collections & Cultural Heritage Branch | 10 |
| Cultural Policy Strategy and Program Support Branch | 12 |
| Creative Industries Branch | 13 |
| First Nations Languages and Regional Arts Branch | 14 |
| Screen and Arts Workplaces Development Branch..... | 15 |
| CORPORATE GROUP | 17 |
| Research, Data & Strategy Division | 17 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)..... | 18 |
| Data and Systems Branch | 19 |
| Strategy, Economic Policy and Evaluation Branch..... | 20 |
| Finance, Budget and Governance Division..... | 21 |
| Budget Engagement and Strategy Branch | 22 |
| Financial Management Branch | 24 |
| Assurance, Integrity, Risk and Governance Branch | 26 |
| IT Division | 29 |
| Digital Initiatives Branch..... | 30 |
| IT Services Branch..... | 32 |
| Legal Services Division..... | 33 |
| Legal Services – Commercial | 33 |
| Legal Services – Public Law | 33 |
| People, Culture & Change Division..... | 35 |
| People Branch..... | 36 |
| Ministerial & Parliamentary Services Branch (from 15 November) | 37 |
| Department Liaison Officers (DLOs) | 39 |
| Communication & Change Branch..... | 40 |
| Integrated Services Branch (from 15 November)..... | 41 |
| TRANSPORT GROUP | 43 |
| Domestic Aviation & Reform Division | 43 |
| Domestic Policy and Programs Branch | 44 |
| Aviation White Paper Taskforce | 46 |
| Airports Branch..... | 47 |
| Airport Environment..... | 49 |
| International Aviation, Technology & Services Division | 50 |
| Safety & Future Technology Branch | 51 |
| International Aviation Branch | 53 |
| Western Sydney Airport Regulatory Policy Branch | 55 |
| Surface Transport Emissions and Policy Division | 56 |
| Land Transport Policy Branch | 57 |
| Maritime & Shipping Branch | 59 |

| | |
|--|------------|
| Strategic Fleet Project Team..... | 61 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)..... | 62 |
| Reducing Surface Transport Emissions Branch..... | 65 |
| INFRASTRUCTURE GROUP..... | 67 |
| Infrastructure Group Assurance and Advisory Branch | 67 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 69 |
| Land Transport Infrastructure Division..... | 70 |
| Program, Policy & Budget Branch | 71 |
| Queensland, Northern Territory and Western Australia Branch..... | 72 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 73 |
| VIC, TAS & SA Branch..... | 75 |
| Report and Program Management (RPM) Taskforce | 76 |
| Alinga 1E | 76 |
| Commonwealth Infrastructure Projects Division | 77 |
| Strategy and Support Branch..... | 78 |
| Taskforce Branch | 79 |
| Rail Project Delivery Branch | 80 |
| Aviation and High Speed Rail Branch..... | 81 |
| Freight Terminals Branch..... | 83 |
| Road and Vehicle Safety Division | 84 |
| Vehicle Safety Policy & Partnerships Branch..... | 85 |
| Office of Road Safety Branch..... | 87 |
| Vehicle Safety Operations Branch | 89 |
| Targeted Infrastructure Programs Branch..... | 91 |
| COMMUNICATIONS & MEDIA GROUP | 92 |
| Online Safety, Media & Platforms Division..... | 92 |
| Classification Branch..... | 93 |
| Media Industry & Sustainability Branch | 94 |
| Online Safety Branch | 96 |
| Platforms and News Branch | 98 |
| Media Reform Branch..... | 100 |
| Communications Infrastructure Division | 101 |
| Broadband Policy Branch..... | 102 |
| Competition and Spectrum Branch | 104 |
| Telecommunications Resilience Branch | 107 |
| Digital Inclusion and Deployment Branch | 110 |
| Universal Services Branch..... | 112 |
| Communications Services & Consumer Division | 115 |
| Regional Connectivity Branch..... | 116 |
| Regional Mobile Infrastructure Programs Branch | 118 |
| Post, International Telecommunications & ACMA Branch..... | 120 |
| Consumer Safeguards Branch..... | 121 |
| REGIONAL, CITIES & TERRITORIES GROUP | 124 |
| Regional Development and Local Government Division | 124 |
| Regional Policy Branch | 125 |
| Local Government, Regional Intelligence and Data Branch | 126 |
| Major Projects and Governance Branch..... | 127 |
| Regional Programs Branch | 128 |
| Territories Division | 129 |
| Indian Ocean Territories Branch..... | 130 |
| Mainland Territories Branch..... | 132 |
| Norfolk Island Branch | 135 |

| | |
|--|------------|
| Partnerships and Projects Division | 137 |
| Urban Policy Taskforce | 138 |
| City & Regional Partnerships Branch | 139 |
| Office of Northern Australia | 140 |
| Northern Australia Investments and Projects Branch | 142 |
| UNIT COORDINATOR CONTACTS..... | 144 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|-----------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Tanya Koeneman (NSW) | N/A | s22(1)(a)(ii) |
| A/g Assistant Secretary | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|--------------------------------|-------------------------------|-----------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |
| A/g Assistant Secretary | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Implementation and management of the COVID Arts Sustainability Fund
- Implementation and management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- Administration of the eligibility for and reporting against the Show Starter Loan Scheme
- Management of the Register of Cultural Organisations (ROCO)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Investment in the arts through Creative Australia funding
- Catalyst — Australian Arts and Culture Fund (closed 2017) legacy issues (with Australia Council).
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of eight National Collecting Institutions (NCIs): Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program in 2021–22

- Oversight of the grant to the National Trust of Australia-Queensland for its implementation of cultural heritage and visitor engagement activities at the Cooktown Museum in 2021–22/2022–23
- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|---------------|------------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, disability arts access and participation, arts and tourism policy, multicultural arts matters as well as cultural statistics work and divisional administrative finance oversight and reporting.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Local Government arts related matters
- National Cultural Institutions cross-agency KPI Reporting Framework
- Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)

- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Research, Data & Strategy Division

Levels 5 & 6W Alinga

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|---------------------|---------------------------|---------------|
| First Assistant Secretary | Diana Hallam | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|------------------------|---------------------------|---------------|
| Head of Bureau | Shona Rosengren | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data & Analysis | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data and Systems Branch

Alinga 5W, 6W

The Data and Systems Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services, government wide initiatives and reporting, and cabinet functions - supporting our Ministers on Cabinet and related processes.

| | | | |
|---|--|--|--------------------------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (to 14 November) s22(1)(a)(ii) (from 15 November) | 6274 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data Hub | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Data Strategy and Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBA |
| Director, Records Integrity Program and Management (from 15 November) | TBC | N/A | N/A |
| CLO s47E(d) @infrastructure.gov.au | Cabinet on Call | 6274 s22(1)(a)(ii) (landline diverted to mobile number after hours) | N/A |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | | |
|--|---------------------------|-------------|---------------|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Finance, Budget and Governance Division

Northbourne 2W, 5E, 5W & 6E

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Budgets & Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department

- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E, 5W & 6E

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Business Engagement Services

- Works collaboratively with business areas to identify ways to streamline and improve engagement practices with Corporate Services
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Hire to Retire Project

- The next phase of the Hire to Retire (H2R) Project officially kicks off on 23 October 2023 with a multidisciplinary team (MDT) coming together from across Corporate Group.
- The team will use the findings from the 10-week design sprint to improve processes, policies, guidance material and the overall experience for our staff.
- The MDT will start with the recruitment and onboarding stages which is where the majority of pain points were identified.

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Integrity Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Risk Policy and Framework | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)

- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | TBC | TBC |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | |
|---|--------------------|---------------------------|---------------|
| Chief Digital & Chief Information Security Officer | Alex Clarke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy, Governance & Change | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum savings to the Department for reinvestment
- Defining the IT Governance and Committee Framework
- Managing the IT Reference Group, IT Consultative Committee, Corporate Programme Forum, and IT Project Governance Board
- Developing change and communication strategies and artefacts about IT projects and activities, with a focus on end users and adoption
- Developing and implementing policies, plans, guidelines and standards to ensure an enhanced level of physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security and Agency Security teams
- Operating and maintaining building security functions with partners including guards, alarms, and access controls
- Managing the Department's personnel security clearance functions and obligations
- Responsible for identifying, advising, and minimising personnel and physical security risks.

IT Front Door & Architecture

- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency.
- Managing the outcomes and functions of the IT Architecture Board.

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan.

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements

- Leading and managing transitions to new service arrangements.

IT Services Branch

Northbourne 4E & 4W

| | | | |
|---|---------------------|---------------------------|---------------|
| Chief Technology Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability.

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
 - Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division.

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | |
|-------------------------------|--------------------------------|---------------------------|---------------|
| Chief Counsel | Chris (Christine) Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | |
|---|--------------------|--------------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | |
|---|---------------------------|---------------------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

- Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:
 - Administrative Law (e.g. advice on lawful decision making)
 - Commonwealth Ombudsman matters
 - Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
 - Construction
 - Employment/Industrial Relations (advice/proceedings)
 - FOI
 - Grants
 - Intellectual Property
 - IT/Data Sharing
 - Legal claims and civil liability risk (advice)
 - Legal training
 - Legislative instrument drafting (non-tied)**
 - Litigation/Disputes/AAT (proceedings)
 - Major Projects
 - OAIC matters
 - Privacy
 - Procurement
 - Public Interest Disclosures (PIDs)
 - Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
 - Real Property
 - Statutory interpretation (advice on the meaning of legislation)
 - Other Commercial
 - Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

People, Culture & Change Division

Nishi Level 6

The Division provides a range of corporate services to support the culture, recruitment and the development of talent to improve the way the Department manages change.

| | | | |
|---|------------------------|------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | N/A | TBC |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and Departmental cultural initiatives including diversity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing workforce, including talent and succession management, strategic attraction and sourcing, capability building and cultural change
- Capability development initiatives including leadership development programs; talent and succession management; coaching and mentoring programs, entry level programs, policy and core skills and the digital literacy development program
- Human resource services including payroll, terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedure development
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Workforce management, analysis and planning
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and best practice
- APS-wide HR initiatives and legislative compliance, including APS values; work level standards; employment conditions; diversity and inclusion; leading flexible working initiatives
- Workforce and cultural change in the Department through proactive engagement with managers and staff on change management issues; developing workforce action plans
- Providing and supporting case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee

Ministerial & Parliamentary Services Branch (from 15 November)

Alinga 3W

The Ministerial and Parliamentary Services Branch provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel to Ministerial offices.

| | | | | |
|--|-----------------------------------|-------------|---------------|---------------|
| Assistant Secretary | Susan Charles | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Campaigns | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) (until 14 November) | 6274 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on preparation and process for tabling documents, portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping line areas with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of Ministerial International travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to Department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to Department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings
- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.

- The Government Wide Initiatives Team collaborates across the Department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental forums on issues including Digital Economy Strategy and climate and disaster resilience
- Regulatory Reform covers three streams:
 - Stewardship and accountability: develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the Department's regulatory responsibilities
 - Stakeholder management: work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- The Team also provides a whole-of-Department perspective on multilateral and international engagement issues which cut across multiple policy areas in the Department.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the offices on policy and administrative matters.

| Minister | DLO | Phone and email |
|---|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.cking@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | dlo.rowland@mo.communications.gov.au mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) |
| The Hon Tony Burke MP | s22(1)(a)(ii) | dlo.burke@mo.arts.gov.au mobile: s22(1)(a)(ii) |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | dlo.mcbain@mo.regional.gov.au mobile: s22(1)(a)(ii) |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | DLOKing@industry.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | dlo.brown@mo.infrastructure.gov.au mobile: s22(1)(a)(ii) |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | dlo.chisholm@mo.regional.gov.au mobile: s22(1)(a)(ii) |

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Capability Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch (from 15 November)

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Canberra Consolidation project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Service Design | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Canberra Accommodation Consolidation Project | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The next phase of the Hire to Retire (H2R) Project officially kicks off on 23 October 2023 with a multidisciplinary team (MDT) coming together from across Corporate Group.

- The team will use the findings from the 10-week design sprint to improve processes, policies, guidance material and the overall experience for our staff.
- The MDT will start with the recruitment and onboarding stages which is where the majority of pain points were identified.

Business Services Engagement

- Works collaboratively with business areas and Corporate Services to identify ways to streamline and improve engagement practices
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions with partners including guards and alarms
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
- Responsible for identifying, advising, and minimising personnel and physical security risks.

Canberra Accommodation Consolidation Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building by mid-2026.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)
 - Staff engagement, consultation and change management to support new ways of working
 - Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
 - Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working by mid-2026

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Sydney Demand Management and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Brendon Buckley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Aviation White Paper Drafting and Statistical Analysis | s22(1)(a)(ii) | N/A | N/A |
| Director, White Paper Policy Team 1 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 2 | s22(1)(a)(ii) | 02 9556 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, White Paper Policy Team 3 | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Phil McClure | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South West and NSW Airports and Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.

- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | TBC | TBC | N/A |
| A/g Director, Environmental Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | TBA | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunseting review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Richard Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | TBC | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system

- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---|---------------|
| Assistant Secretary | Jim Wolfe | 6274 7611 | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) / 6274 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | N/A | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- International aviation policy advice on the international aviation industry and future issues associated with the recovery of international aviation in Australia, in the region and globally
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Policy, Programs and First Nations | N/A | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Regulatory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Environment and Land | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Business Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Heavy Vehicle Reform | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Safety Crossing Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Leads the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.
- Prepare and undertake scenario planning with the transport industry in order to respond to, and better prepare for future freight and supply chain disruptions.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- The team works with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- The team is responsible for policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- This team is also responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- The team is also responsible for oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, *Carriage of Goods by Sea Act 1991* and engagement with the International Maritime Organisation's FAL Committee on the FAL convention and the Expert Group on Data Harmonisation.
- Engagement on international agreements for the Judicial sale of ships.

Shipping Security, Policy and Regulation

- Oversee Maritime Security policy including:
 - Cyber security
 - Critical Infrastructure
 - National Civil Maritime Security Strategy
 - Naval Shipbuilding
- Develop and maintain supply chain disruption responses, including whole-of-government partnerships
- Manage Critical Incident Response policies, including the National Plan for Marine Environmental Emergencies
- National and International Engagement activities related to security, policy and regulation in the maritime and shipping context.
- Maritime and Shipping Legislation and Regulation - central maritime point of contact, including oversight and coordination, with primary responsibility for Shipping Registration Act 1981 and managing coastal trading and cruise ship policy. This responsibility spans monitoring the effectiveness of the Shipping Registration Act 1981, including developing proposed amendments, and managing coastal trading and cruise ship policy, including working with government stakeholders in addressing evolving policy imperatives.

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012*, *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.
- International Maritime Organization engagement strategy

Strategic Fleet Project Team

Alinga 3W

The Strategic Fleet Project Team provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | TBC | N/A | N/A |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Project Team include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|--|--|--------------------------------|
| A/g Assistant Secretary, Head, Office of Future Transport Technology | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) s22(1)(a)(ii) (Legislation lead) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | TBC | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which will test in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - preparation of drafting instructions for, and instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies. It does this through working with the states and territories to support national consistency in technology investments and rollouts, including through policy instruments such as:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies, and developing the new National Road Transport Technology Strategy; and
 - developing the Policy Framework and Strategy's associated [National Land Transport Technology Action Plans](#) (in collaboration with the states and territories and in consultation with industry), implementing Commonwealth aspects of actions in the current (2020–2023) Action Plan, and monitoring and reporting on [progress against the action plan](#)
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for the organisation of agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas. ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES).
- Leads on relationships for IT development to implement the FES.
- Finalisation of the domestic commercial vessels review.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.

- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|---|----------------------|-------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Acting Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications workstream

The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDCA, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Anita Langford | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Implementation Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Rob Bradley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, SA & TAS | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Paul Cutting | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | TBC |
| Program Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Product Owner | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Jennifer Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Strategic Communications

- Leads project specific government messaging and events management for the division's projects.
- Works closely with Branches to ensure the delivery of consistent and accurate government messaging through various communication channels.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours, leading development, change and continuous improvement initiatives which build and extend staff capabilities and expertise.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.

Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Joanna Piva | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IR Implementation 1 and IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|--|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA and WSI Commercial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.

- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|--------------------------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E & 1W

The Road and Vehicle Safety Division has a number of roles and functions, including the support and implementation of Australian Government policies, procedures, guidelines and legislation. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program (Amy Gillett Foundation)
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which nationally consistent performance-based standards that road vehicles must comply with before being provided in Australia.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. The RVS legislation achieves these aims by enabling the Minister to determine national road vehicle standards for road vehicles and road vehicle components, prohibiting the importation of road vehicles that do not comply with national road vehicle standards, establishing a Register of Approved Vehicles and establishing a framework for recalling unsafe road vehicles and approved road vehicle components that are unsafe or do not comply with national road vehicle standards.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Airbags & Future Recalls | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- The department has the regulatory responsibility for Australian vehicle and vehicle component recalls.
- Responsible for leading negotiations with vehicle manufacturers in relation to safety recalls of road vehicles and approved road vehicle component and publishes a notice for each recall on the department's dedicated recalls website.
- Conducts risk assessments for each recall and assigns a priority to the recall.
- Monitors the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components.
- Monitors the announcement of recalls globally and confirms whether these recalls affect Australian vehicles.
- Process vehicle safety and non-compliance reports that are recall related and allocated to the section in ROVER.

Airbag and Future Recalls

- Manage airbag hazard assessments and expert advice consultancies
- Manage governance for the Recall of Road Vehicles Interjurisdictional Working Group. This Forum exists to progress the NADI-5AT recall and other complex recall issues.
- Process in ROVER vehicle safety and non-compliance reports that are safety related and allocated to the section.
- Manage large, complex or problematic recalls such as the Takata NADI-5AT airbag recall including identifying a pathway for rectification of NADI-5AT affect concessional vehicles.
- Manage the department's response to vehicle safety related coronial inquiries including: Responding to finding from Ngo coronial inquiry in regard to Takata PSAN airbags
- Preparation for the Velovski coronial inquiry in regard to Takata NADI-5AT airbags
- Design and deliver a Recall Awareness Communication Strategy to improve rectification rates of the NADI-5AT recall and all recalls listed on the department's vehicle recalls website.

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

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|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|--------------------------------------|-----------------------|-------------|---------------|---------------|
| A/g First Assistant Secretary | Bridget Gannon | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Maria Vassiliadis | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy
- Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, SBS Relocation Feasibility Study | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules

- Broadcasting Codes of Practice (including commercial, subscription, and community codes)
- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director (A/g), Projects and Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

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|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

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|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|---|--|--|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon – Wed) s22(1)(a)(ii) (Thur – Fri) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Broadband Policy Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning frameworks and Regulatory | s22(1)(a)(ii) | 6236 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Sustainable Technology | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- Finalising the 5G Innovation Initiative.
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group

- Monitors and provides policy advice on emerging telecommunications technologies, including 6G, Open RAN and the Internet of Things (IoT).
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- Fixed Wireless connections and service issues — including installations, appointment delays, coverage and inadequate signal
- Satellite connections and service quality issues — including latency, appointment delays and cost vs other technologies
- NBN fixed line upgrades (FTTN, FTTN, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane network — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Retail competition on the NBN
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service (including the Christmas Island cable binding rule of conduct)
 - ACCC Statement of Expectations
 - Record Keeping Rules
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Why do I pay more for 1300 numbers from my landline or mobile phone than ordinary calls?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)

- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not handle the following issues:**

- Mobile Blackspots (Regional Communications Branch)
- Mobile phone coverage problems (Regional issues go to Regional Communications Branch, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Universal Services Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Sustainable Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Broadband Policy Branch).
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband Policy Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Telecommunications Disaster Resilience | | | |
| Director, Telecommunications Infrastructure Protection | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider (CSP) requirements under the Tel Act, including security and assistance obligations in Parts 14 and 15, except competition focused Carrier and CSP obligations.
- Submarine cable regulatory issues
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Tels Act*)
- Telecommunications security obligations in free trade agreements (with International and others)
- Public directories
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Telecommunications resilience measures including in the Strengthening Telecommunications Against Natural Disasters Package.
- Telecommunications resilience — risk identification and policy development for risk mitigation
- Telecommunications resilience — stakeholder engagement, including Communication Sector Group and the Australian Telecommunications Security Reference Group.
- Telecommunications resilience – Establishing the Telecommunications Disaster Resilience Innovation (TDRI) Program
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- Telecommunications measures to explore a cell broadcast national messaging system, to send messages to the public, or a section of the public, in relation to emergency events.
- Public Safety Mobile Broadband (PSMB) - Department input to the development of a national PSMB capability.
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Representing the department in the electronic surveillance reforms taskforce of the Attorney-General's Department
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the departments Cyber, Security and Resilience (CeSAR) community of practice.

Telecommunications Disaster Resilience

- Implementing telecommunications resilience measures including in the National Bushfire Response Package that relate to the following components of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and
 - Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - national Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruptions Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.

Telecommunications Infrastructure Protection

- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Managing telecommunications elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.

- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.

This Branch does not handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural disasters (i.e. planned outages or BAU outages)
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Communications Branch).
- Security or Resilience matters relating to broadcasting infrastructure.
- Issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities

- The Science of Safe Connection communication program (about EME)
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Broadband Policy and Upgrades | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

USG Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?

- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

USG Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service (30 June 2024) and the Regional Backbone Blackspots Program. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|---|---|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (until 16 October) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs and Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).
 - Adminstrates and manages all rounds of Regional Connectivity Program grants funding, including assessment of applications and program evaluation
 - Implementation of the first to 4th rounds of the Regional Connectivity Program
 - Design and implement the second round of the Regional Connectivity Program, including the Connecting Northern Australia Initiative
 - Respond to questions about current and future funding for regional connectivity and Northern Australia Initiative
 - Questions about current and future funding for regional connectivity and Northern Australia Initiative.
 - Design and develop program guidelines, application pack, standard agreement for future rounds.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission issues
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health

On-Farm Connectivity Program (OFCP)

- Design and deliver of the \$30 million On Farms Connectivity Program.

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Plans and delivers the Regional Communications Ministers Roundtable. Manages the delivery of outcomes and action items from the Roundtable.
- Manages the Program Dashboards, which provide updates on the status of regional connectivity and infrastructure programs.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|--|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mobile Programs Implementation | s22(1)(a)(ii) | TBC | N/A |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program) | s22(1)(a)(ii) (resumes Director role from 16 October) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) A/g until 16 October | 6271 s22(1)(a)(ii) | |
| Director, Audit | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.

Mobile Network Hardening

- Administration and management of the Mobile Network Hardening Program (i.e. upgrading backup power at Round 1 and 2 Mobile Black Spot Program base stations, and targeted upgrades to other regional mobile network infrastructure to improve resilience). (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and delivery of the new initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, the offshore islands and territories and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

Improving Mobile Coverage Round

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | TBA | TBA |
| Director, Postal Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Engagement — ITU and APT | s22(1)(a)(ii) | | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options and the international and domestic postal sector
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Support the development and implementation of treaty obligations through the Universal Postal Union, in line with Australian Government interests. Proactively engage in cross-governmental matters including international mail security policy
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Supports implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN, the Regional Tech Hub, and Aged Care communications accessibility Pilot to assess the telecommunications needs of aged care residents.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | Kath Silleri | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Management of the Aged Care Pilot
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)
 - Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
 - Telecommunications Consumer Protections (TCP) Code review
 - Registration/licensing of carriage service providers
 - Financial Hardship Industry Standard
 - Industry code enforcement
 - General penalties / enforcement of consumer safeguards
 - Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Accesshub web pages
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) and the *Spam Act 2003*
- Mobile number portability fraud.

Liaison and Emergency Services Section

- Project development for a potential Messaging to Triple Zero Service using SMS — liaison with stakeholders including emergency service organisations (police/fire/ambulance services), mobile carriers, and Telstra.
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Service Delivery Section

- Management of the contract to deliver the National Relay Service
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Management of the contract for the Regional Tech Hub
- ACCAN contract/grant management and consumer advocacy
- Management of the Comms in Aged Care & DEP review.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF).

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Programme and the Drought Communities Programme Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs and manages the evaluation program for the division.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research and Insights | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development's (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Conducts regional policy research and horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Local Government | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, RDA Program Management | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence

Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other agencies with a shared agenda on regionalisation.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division and across the Regions, Cities and Territories Group.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legacy Programs | s22(1)(a)(ii) | 6393 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Divisional Support Unit (Canberra)

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Kim Forbes | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Contracts | s22(1)(a)(ii) | 08 9220 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 08 9164 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of Commonwealth owned commercial buildings.

IOT Contracts (Perth)

- Contract management of contracts for IOT air services, ports and airports.
- IOT Fisheries management

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jane Christie | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Mainland Territories Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, Territories Legislation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services

- Emergency and Bushfire Management regulatory function
- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing

- Divisional asset management
- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance and State Service Arrangements | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|--------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Support Unit, Finance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Urban Policy Taskforce

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Matthew Roper | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Tiffany Karlsson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Reporting & Coordination | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Research & Evaluation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Urban Policy
- Place based
- Precincts
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch: Cities and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects.
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The Office of Northern Australia (ONA): The sustainable and resilient economic development of Northern Australia north is a key Government's commitment to a whole of government agenda. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. This branch also provides executive secretariat support for the Northern Australia Indigenous Reference Group and the Northern Australia Ministerial Forum.

| | | | |
|--|-----------------------------|---------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) (Cairns) | N/A | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |
| Director, Planning | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | N/A | s22(1)(a)(ii) |
| Director, Strategy | s22(1)(a)(ii) (Townsville) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Planning

- White Paper refresh project management and engagement
- Branch business planning
- Senate Estimates

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum
- Northern Australia Grants Programs (NADP):
 - the Strengthening Northern Australia Business (SNAB) Advisory Service and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committees / inquiries
- Cabinet coordination input
- Maintain currency in key Northern Australia issues including disaster response, insurance, water and infrastructure

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | N/A | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Operations | s22(1)(a)(ii) (Sydney) | N/A | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit**Supporting the development of Northern Australia by working in partnership with states and territories**

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QTB)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 | • | • | | | • | • | AL5W | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| RESEARCH, DATA & STRATEGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | • | | AL5W | EA to Diana Hallam (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5W | EA to Shona Rosengren (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N5W | A/g EA to Gillian Munro (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Lachlan Wood (AS) |
| INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | Tbc | Tbc | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | • | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 9274 s22(1)(a)(ii) | | | • | | | | N1W | EA to Alex Clarke (AS/CDO/CISO) |
| LEGAL SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | • | • | • | | | N6W | EA to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | AL6E | A/g FAS EA to Richard Wood, A/g EA to Jim Wolfe and EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Phil McClure |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |

| | | | Position | | | | | | | |
|---|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6274 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au s47E(d) @amsa.gov.au s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | • | • | • | • | • | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | |
| INFRASTRUCTURE ADVISORY & SUPPORT BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | NRN3 | EA to Andreas Bleich (AS) |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | | • | • | | AL1W | EA to Anita Langford (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | AL1E | EA to s22(1)(a)(ii) (A/g AS) |
| ITID Administration | | | | | | | | | | |
| s47E(d) @infrastructure.gov.au | | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | | | | | | | | | | |
| s47E(d) @infrastructure.gov.au | | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to s22(1)(a)(ii) (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to Simon Milnes (AS) + Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL1E | EA to Lisa La Rance (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @Infrastruture.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | • | • | AL2W | EO to Lisa La Rance (FAS) |

| | | | Position | | | | | | | |
|--|---|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL1W | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Adam Stakevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Mitchell Cole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Mel Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | 02 8114 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | | 02 8114 s22(1)(a)(ii) | | • | | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | • | | | | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Sydney | EA to Maria Vassiliadis (AS) |
| COMMUNICATIONS INFRASTRUCTURE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to FAS |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to FAS |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |

| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyng Sparreboom (AS) UC for Universal Services Branch |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 03 9097 s22(1)(a)(ii) | | | | • | | | Melb | EA to Kath Silleri (AS) + s22(1)(a)(ii) (a/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 02 6271 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | TBC | | | • | | | | NISHI3 | UC for PITA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for RCB |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 03 9097 s22(1)(a)(ii) | | | • | | | | Melb | UC for CSB |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) (A/g) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6274 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | EA to Casey Greentree (a/g FAS ONA) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | | • | | • | N2E | EA to Matthew Roper (FAS Urban Policy Taskforce) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | EO to Matthew Roper & Lisa Rauter |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | | | | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6274 s22(1)(a)(ii) | | • | | | | | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | • | | | | | BNE | EA to Andrew Burke (AS) |
| TERRITORIES | s47E(d) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | • | | • | AL3W | EA to Sarah Vandebroek (FAS) + Aaron O'Neill (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | • | • | | • | AL3W | EA to Kim Forbes (AS) + Jane Christie (AS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |

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| | | | Position | | | | | | | |
|--|--------------------------------------|------------------------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Governance and Finance Unit Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | • | | • | | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

December 2023

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 6 |
| First Nations Partnerships | 6 |
| NET ZERO UNIT | 7 |
| Net Zero Unit | 7 |
| CREATIVE ECONOMY & THE ARTS GROUP | 8 |
| Office for the Arts..... | 8 |
| Arts Development & Investment Branch..... | 9 |
| Collections & Cultural Heritage Branch | 10 |
| Cultural Policy Strategy and Program Support Branch | 12 |
| Creative Industries Branch | 13 |
| First Nations Languages and Regional Arts Branch | 14 |
| Screen and Arts Workplaces Development Branch..... | 15 |
| CORPORATE GROUP | 17 |
| Research, Data & Strategy Division | 17 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)..... | 18 |
| Data, Systems and Information Management Branch | 19 |
| Strategy, Economic Policy and Evaluation Branch..... | 20 |
| Finance, Budget and Governance Division..... | 21 |
| Budget Engagement and Strategy Branch | 22 |
| Financial Management Branch | 24 |
| Assurance, Integrity, Risk and Governance Branch | 25 |
| IT Division | 28 |
| Digital Initiatives Branch..... | 29 |
| IT Services Branch..... | 31 |
| Legal Services Division..... | 32 |
| Legal Services – Commercial | 32 |
| Legal Services – Public Law | 32 |
| People, Culture & Change Division..... | 34 |
| People Branch..... | 35 |
| Ministerial & Parliamentary Services Branch (from 15 November) | 36 |
| Department Liaison Officers (DLOs) | 38 |
| Communication & Change Branch..... | 39 |
| Integrated Services Branch (from 15 November)..... | 40 |
| TRANSPORT GROUP | 42 |
| Domestic Aviation & Reform Division | 42 |
| Domestic Policy and Programs Branch | 43 |
| Aviation White Paper Taskforce | 45 |
| Airports Branch..... | 46 |
| Airport Environment..... | 48 |
| International Aviation, Technology & Services Division | 49 |
| Safety & Future Technology Branch | 50 |
| International Aviation Branch | 52 |
| Western Sydney Airport Regulatory Policy Branch | 54 |
| Surface Transport Emissions and Policy Division | 55 |
| Land Transport Policy Branch | 56 |
| Maritime & Shipping Branch | 58 |

| | |
|--|------------|
| Strategic Fleet Project Team..... | 60 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)..... | 61 |
| Reducing Surface Transport Emissions Branch..... | 64 |
| INFRASTRUCTURE GROUP..... | 66 |
| Infrastructure Group Assurance and Advisory Branch | 66 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 68 |
| Land Transport Infrastructure Division..... | 69 |
| Program, Policy & Budget Branch | 70 |
| Queensland, Northern Territory and Western Australia Branch..... | 71 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 72 |
| VIC, TAS & SA Branch..... | 74 |
| Report and Program Management (RPM) Taskforce | 76 |
| Alinga 1E | 76 |
| Commonwealth Infrastructure Projects Division | 77 |
| Strategy and Support Branch..... | 78 |
| Taskforce Branch | 79 |
| Rail Project Delivery Branch | 80 |
| Aviation and High Speed Rail Branch..... | 81 |
| Freight Terminals Branch..... | 83 |
| Road and Vehicle Safety Division | 84 |
| Vehicle Safety Policy & Partnerships Branch..... | 85 |
| Office of Road Safety Branch..... | 87 |
| Vehicle Safety Operations Branch | 89 |
| Targeted Infrastructure Programs Branch..... | 91 |
| COMMUNICATIONS & MEDIA GROUP | 92 |
| Online Safety, Media & Platforms Division..... | 92 |
| Classification Branch..... | 93 |
| Media Industry & Sustainability Branch | 94 |
| Online Safety Branch | 96 |
| Platforms and News Branch | 98 |
| Media Reform Branch..... | 100 |
| Communications Infrastructure Division | 101 |
| Broadband Policy Branch..... | 102 |
| Competition and Spectrum Branch | 104 |
| Telecommunications Resilience Branch | 107 |
| Digital Inclusion and Deployment Branch | 110 |
| Universal Services Branch..... | 112 |
| Communications Services & Consumer Division | 115 |
| Regional Connectivity Branch..... | 116 |
| Regional Mobile Infrastructure Programs Branch | 118 |
| Post, International Telecommunications & ACMA Branch..... | 120 |
| Consumer Safeguards Branch..... | 122 |
| REGIONAL, CITIES & TERRITORIES GROUP | 126 |
| Regional Development and Local Government Division | 126 |
| Regional Policy Branch | 127 |
| Local Government, Regional Intelligence and Data Branch | 128 |
| Major Projects and Governance Branch..... | 129 |
| Regional Programs Branch | 130 |
| Territories Division | 131 |
| Indian Ocean Territories Branch..... | 132 |
| Mainland Territories Branch..... | 134 |
| Norfolk Island Branch | 137 |

| | |
|--|------------|
| Partnerships and Projects Division | 139 |
| Cities and Suburbs Unit | 140 |
| City & Regional Partnerships Branch | 141 |
| Office of Northern Australia | 142 |
| Northern Australia Investments and Projects Branch | 144 |
| UNIT COORDINATOR CONTACTS..... | 146 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|---|--|--|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger (Chris Burke A/g COO 11 Dec 23 – 5 Jan 24) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) (MB) s22(1)(a)(ii) (CB) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Deputy Secretary Regions, Cities & Territories Group | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|--------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administration/Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Assistant Secretary | Tanya Koeneman (NSW) | N/A | s22(1)(a)(ii) |
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Implementation and management of the COVID Arts Sustainability Fund
- Implementation and management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- Administration of the eligibility for and reporting against the Show Starter Loan Scheme
- Management of the Register of Cultural Organisations (ROCO)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Investment in the arts through Creative Australia funding
- Catalyst — Australian Arts and Culture Fund (closed 2017) legacy issues (with Australia Council).
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|---------------|------------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, disability arts access and participation, arts and tourism policy, multicultural arts matters as well as cultural statistics work and divisional administrative finance oversight and reporting.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Local Government arts related matters
- National Cultural Institutions cross-agency KPI Reporting Framework
- Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)

- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Research, Data & Strategy Division

Levels 5 & 6W Alinga

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|--------------------------------------|--------------------|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) (until 15 December) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|------------------------|---------------------------|---------------|
| Head of Bureau | Shona Rosengren | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W

The Data, Systems and Information Management Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services and Records Integrity Program and Management.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, Records Integrity Program and Management (from 15 November) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|--|---------------------------|---------------------------|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Budgets & Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department

- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Financial Accounting | | | |
| A/g Director, Procurement & Financial Governance | s22(1)(a)(ii) | | |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Integrity Projects | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Risk Policy and Framework | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)

- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | TBC | TBC |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | |
|---|--------------------|---------------------------|---------------|
| Chief Digital & Chief Information Security Officer | Alex Clarke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy, Governance & Change | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum savings to the Department for reinvestment
- Defining the IT Governance and Committee Framework
- Managing the IT Reference Group, IT Consultative Committee, Corporate Programme Forum, and IT Project Governance Board
- Developing change and communication strategies and artefacts about IT projects and activities, with a focus on end users and adoption
- Developing and implementing policies, plans, guidelines and standards to ensure an enhanced level of physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security and Agency Security teams
- Operating and maintaining building security functions with partners including guards, alarms, and access controls
- Managing the Department's personnel security clearance functions and obligations
- Responsible for identifying, advising, and minimising personnel and physical security risks.

IT Front Door & Architecture

- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency.
- Managing the outcomes and functions of the IT Architecture Board.

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan.

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements

- Leading and managing transitions to new service arrangements.

IT Services Branch

Northbourne 4E & 4W

| | | | |
|---|---------------------|---------------------------|---------------|
| Chief Technology Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability.

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
 - Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division.

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | |
|-------------------------------|--------------------------------|---------------------------|--------------------|
| Chief Counsel | Chris (Christine) Burke | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 02 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | 6274 s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | |
|---|--------------------|--------------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Secondee) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | |
|---|---------------------------|---------------------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | TBC |
| Principal Lawyer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | 03 9097 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

- Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:
 - Administrative Law (e.g. advice on lawful decision making)
 - Commonwealth Ombudsman matters
 - Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
 - Construction
 - Employment/Industrial Relations (advice/proceedings)
 - FOI
 - Grants
 - Intellectual Property
 - IT/Data Sharing
 - Legal claims and civil liability risk (advice)
 - Legal training
 - Legislative instrument drafting (non-tied)**
 - Litigation/Disputes/AAT (proceedings)
 - Major Projects
 - OAIC matters
 - Privacy
 - Procurement
 - Public Interest Disclosures (PIDs)
 - Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
 - Real Property
 - Statutory interpretation (advice on the meaning of legislation)
 - Other Commercial
 - Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

People, Culture & Change Division

Nishi Level 6

The Division provides a range of corporate services to support the culture, recruitment and the development of talent to improve the way the Department manages change.

| | | | |
|---|------------------------|------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | N/A | TBC |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and Departmental cultural initiatives including diversity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|--------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | |
| Executive Assistant/PDMS Unit Coordinator | Vacant | | |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing workforce, including talent and succession management, strategic attraction and sourcing, capability building and cultural change
- Capability development initiatives including leadership development programs; talent and succession management; coaching and mentoring programs, entry level programs, policy and core skills and the digital literacy development program
- Human resource services including payroll, terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedure development
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Workforce management, analysis and planning
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and best practice
- APS-wide HR initiatives and legislative compliance, including APS values; work level standards; employment conditions; diversity and inclusion; leading flexible working initiatives
- Workforce and cultural change in the Department through proactive engagement with managers and staff on change management issues; developing workforce action plans
- Providing and supporting case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | |
|--|-----------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| CLO | Cabinet on call | 6274 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of ministerial international travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings

- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental Forums
- Develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the department's regulatory responsibilities; work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- Provide a whole-of-department perspective on multilateral and international engagement issues which cut across multiple policy areas in the department.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|----------------------------------|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch (from 15 November)

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Capability Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch (from 15 November)

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Canberra Consolidation project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Service Design | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Canberra Accommodation Consolidation Project | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the project management framework, project tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The next phase of the Hire to Retire (H2R) Project officially kicks off on 23 October 2023 with a multidisciplinary team (MDT) coming together from across Corporate Group.

- The team will use the findings from the 10-week design sprint to improve processes, policies, guidance material and the overall experience for our staff.
- The MDT will start with the recruitment and onboarding stages which is where the majority of pain points were identified.

Business Services Engagement

- Works collaboratively with business areas and Corporate Services to identify ways to streamline and improve engagement practices
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions with partners including guards and alarms
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
- Responsible for identifying, advising, and minimising personnel and physical security risks.

Canberra Accommodation Consolidation Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building by mid-2026.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)
 - Staff engagement, consultation and change management to support new ways of working
 - Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
 - Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working by mid-2026

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Sydney Demand Management and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Brendon Buckley | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | TBC | N/A |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports, Workforce & International | s22(1)(a)(ii) | 02 9556 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Phil McClure | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.

- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | TBC | N/A |
| A/g Director, Environmental Regulation | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | TBA | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunset review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|------------------------------|---------------|
| First Assistant Secretary | Richard Wood | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|------------------------------|---------------|
| Assistant Secretary | Naa Opoku | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system

- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|------------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- International aviation policy advice on the international aviation industry and future issues associated with the recovery of international aviation in Australia, in the region and globally
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | David Jansen | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|--|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Heavy Vehicle Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|--------------------|---|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) / 6136 s22(1)(a)(ii) | N/A |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) | TBA | TBA |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, *Carriage of Goods by Sea Act 1991* and engagement with the International Maritime Organisation's FAL Committee on the FAL convention and the Expert Group on Data Harmonisation.
- Engagement on international agreements for the Judicial sale of ships.

Shipping Security, Policy and Regulation

- Oversee Maritime Security policy including:
 - Cyber security
 - Critical Infrastructure
 - National Civil Maritime Security Strategy
 - Naval Shipbuilding
- Develop and maintain supply chain disruption responses, including whole-of-government partnerships
- Manage Critical Incident Response policies, including the National Plan for Marine Environmental Emergencies
- National and International Engagement activities related to security, policy and regulation in the maritime and shipping context.
- Maritime and Shipping Legislation and Regulation - central maritime point of contact, including oversight and coordination, with primary responsibility for Shipping Registration Act 1981 and managing coastal trading and cruise ship policy. This responsibility spans monitoring the effectiveness of the Shipping Registration Act 1981, including developing proposed amendments, and managing coastal trading and cruise ship policy, including working with government stakeholders in addressing evolving policy imperatives.

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012*, *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.
- International Maritime Organization engagement strategy

Strategic Fleet Project Team

Alinga 3W

The Strategic Fleet Project Team provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | TBC | N/A | N/A |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Project Team include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies. It does this through working with the states and territories to support national consistency in technology investments and rollouts, including through policy instruments such as:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy and 2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent

Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.

- actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
- leading stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.
- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES).
- Leads on relationships for IT development to implement the FES.
- Finalisation of the domestic commercial vessels review.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.

- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | | s22(1)(a)(ii) |
| A/g Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream

The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDC, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review Workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|---|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g First Assistant Secretary | Anita Langford (20 Dec – 14 Jan) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Implementation Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 7617 | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|----------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Executive Assistant | s22(1)(a)(ii) (until 8/12) | 6136 s22(1)(a)(ii) | N/A |
| Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | TBC | N/A |
| Director, SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Jennifer Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | TBC | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Strategic Communications

- Leads project specific government messaging and events management for the division's projects.
- Works closely with Branches to ensure the delivery of consistent and accurate government messaging through various communication channels.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours, leading development, change and continuous improvement initiatives which build and extend staff capabilities and expertise.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.

Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|--|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|--------------------------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & L3 Narellan

The Road and Vehicle Safety Division has a number of roles and functions, including the support and implementation of Australian Government policies, procedures, guidelines and legislation. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|---|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius (until 8 December) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program (Amy Gillett Foundation)
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Significant Procurement of road safety data and research, campaigns and training

- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which nationally consistent performance-based standards that road vehicles must comply with before being provided in Australia.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. The RVS legislation achieves these aims by enabling the Minister to determine national road vehicle standards for road vehicles and road vehicle components, prohibiting the importation of road vehicles that do not comply with national road vehicle standards, establishing a Register of Approved Vehicles and establishing a framework for recalling unsafe road vehicles and approved road vehicle components that are unsafe or do not comply with national road vehicle standards.

| | | | |
|--|---------------------------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Compliance & Enforcement | s22(1)(a)(ii) (until 14 January 2024) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|--------------------------------------|---------------|-------------|---------------|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Maria Vassiliadis | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy
- Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Projects and Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

| | | | |
|--|-------------------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Mon-Wed) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | TBC | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|---|--|--|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon – Wed) s22(1)(a)(ii) (Thur – Fri) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) 6271 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) (Mon – Wed) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6236 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Emerging Technology | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- 5G Innovation Initiative (now concluded).
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group

- Monitors and provides policy advice on emerging telecommunications technologies, including 6G, Open RAN and the Internet of Things (IoT).
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
- Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Broadband and Emerging Communications Branch)
- Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch and Broadband and Emerging Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Broadband and Emerging Communications Branch).
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
- Retail competition on the NBN (Broadband and Emerging Communications Branch)
- Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
- Intergrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
- '000' and '112' emergency calling issues (Consumer Safeguards Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Infrastructure Protection | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider (CSP) requirements under the Tel Act, including security and assistance obligations in Parts 14 and 15, except competition focused Carrier and CSP obligations.
- Submarine cable regulatory issues
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Tels Act*)
- Telecommunications security obligations in free trade agreements (with International and others)
- Public directories
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Telecommunications resilience measures including in the Strengthening Telecommunications Against Natural Disasters Package.
- Telecommunications resilience — risk identification and policy development for risk mitigation
- Telecommunications resilience — stakeholder engagement, including Communication Sector Group and the Australian Telecommunications Security Reference Group.
- Telecommunications resilience – Establishing the Telecommunications Disaster Resilience Innovation (TDRI) Program
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- Telecommunications measures to explore a cell broadcast national messaging system, to send messages to the public, or a section of the public, in relation to emergency events.
- Public Safety Mobile Broadband (PSMB) - Department input to the development of a national PSMB capability.
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Representing the department in the electronic surveillance reforms taskforce of the Attorney-General's Department
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the departments Cyber, Security and Resilience (CeSAR) community of practice.

Telecommunications Disaster Resilience

- Implementing telecommunications resilience measures including in the National Bushfire Response Package that relate to the following components of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and
 - Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - national Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruptions Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.

Telecommunications Infrastructure Protection

- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Managing telecommunications elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.

- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.

This Branch does not handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural disasters (i.e. planned outages or BAU outages)
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Communications Branch).
- Security or Resilience matters relating to broadcasting infrastructure.
- Issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

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|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | N/A | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities

- The Science of Safe Connection communication program (about EME)
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Niccole Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service (30 June 2024) and the Regional Backbone Blackspots Program. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs & Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).
 - Adminstrates and manages all rounds of Regional Connectivity Program grants funding, including assessment of applications and program evaluation
 - Implementation of the first to 4th rounds of the Regional Connectivity Program
 - Design and implement the second round of the Regional Connectivity Program, including the Connecting Northern Australia Initiative
 - Respond to questions about current and future funding for regional connectivity and Northern Australia Initiative
 - Questions about current and future funding for regional connectivity and Northern Australia Initiative.
 - Design and develop program guidelines, application pack, standard agreement for future rounds.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission issues
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health

On-Farm Connectivity Program (OFCP)

- Design and deliver of the \$30 million On Farms Connectivity Program.

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Plans and delivers the Regional Communications Ministers Roundtable. Manages the delivery of outcomes and action items from the Roundtable.
- Manages the Program Dashboards, which provide updates on the status of regional connectivity and infrastructure programs.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Mobile Programs Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

- Administration and management of the Mobile Network Hardening Program, including delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and delivery of the new initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage. Includes \$50m pilot programs with State and Territory Governments.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

Improving Mobile Coverage Round

- Status of the rollout and questions about funded base stations
- Status of ad-hoc Guidelines for two locations where a solution may exist
- Status of target locations that did not receive a solution

This Branch **does not** handle the following issues:

- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.

- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
 - Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
 - Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
 - Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
 - Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
 - Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
 - Management of the Regional Tech Hub
 - Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
 - Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).
- Codes and Standards Section**
- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | | |
|---|-----------------------|-------------|---------------|---------------|
| Assistant Secretary | Joe Castellino | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research and Insights | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Local Government | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6267 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Divisional Support Unit (Canberra)

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of Commonwealth owned commercial buildings.

IOT Contracts (Perth)

- Contract management of contracts for IOT air services, ports and airports.
- IOT Fisheries management

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jane Christie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | TBC | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---|---------------|
| Assistant Secretary | Aaron O'Neill | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance and State Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.

- Planning for the improvement and expansion of state services on NI
- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------------|--------------------|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| A/g Divisional Support Unit, Finance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|--|-------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reporting & Coordination | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- Place based
- Urban and regional Precincts and Partnerships Program
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch: Cities and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Western Sydney, Townsville, Hinkler & Macquarie Point | TBC | N/A | N/A |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The Office of Northern Australia (ONA): The sustainable and resilient economic development of Northern Australia north is a key Government's commitment to a whole of government agenda. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. This branch also provides executive secretariat support for the Northern Australia Indigenous Reference Group and the Northern Australia Ministerial Forum.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Engagement | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning | s22(1)(a)(ii) (Perth) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Planning

- White Paper refresh project management and engagement
- Branch business planning
- Senate Estimates

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum
- Northern Australia Grants Programs (NADP):
 - the Strengthening Northern Australia Business (SNAB) Advisory Service and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committees / inquiries
- Cabinet coordination input
- Maintain currency in key Northern Australia issues including disaster response, insurance, water and infrastructure

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Operations | s22(1)(a)(ii) (Sydney) | N/A 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Delivery Unit | TBC | N/A | N/A |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit**Supporting the development of Northern Australia by working in partnership with states and territories**

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EA to Lil Gordon (FAS), Tanya Koeneman (AS), Bek Hendriks (AS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | | • | • | NB1E | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |

Released under the Freedom of Information Act 1982, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| RESEARCH, DATA & STRATEGY | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL5W | EA to Shona Rosengren (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N5W | A/g EA to Gillian Munro (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Lachlan Wood (AS) |
| INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | TBC | TBC | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | • | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 9274 s22(1)(a)(ii) | | | • | | | | N1W | EA to Alex Clarke (AS/CDO/CISO) |
| LEGAL SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | • | • | • | | | N6W | EA to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/ Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | N6W | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | Alinga3 | Ministerial Liaison Officer |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) & A/g EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Phil McClure |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |

| | | | Position | | | | | | | |
|---|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| | s22(1)(a)(ii) @amsa.gov.au parliamentary@amsa.gov.au | | | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | |
| INFRASTRUCTURE ADVISORY & SUPPORT BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | NRN3 | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NRN3 | EA to Andreas Bleich (AS) |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Anita Langford (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to s22(1)(a)(ii) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| ITID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Jennifer Stace (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to Simon Milnes (AS) + Jo Piva (AS) + Jason Preece (AS) |

| | | | Position | | | | | | | |
|--|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL1E | EA to Lisa La Rance (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @Infrastruture.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | • | • | AL2W | EO to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL1W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Adam Stakevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Mitchell Cole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Mel Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | s22(1)(a)(ii) | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | 02 8114 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | | 02 8114 s22(1)(a)(ii) | | • | | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | • | | | | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to s22(1)(a)(ii) (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Sydney | EA to Maria Vassiliadis (AS) |
| COMMUNICATIONS INFRASTRUCTURE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @communications.gov.au | s22(1)(a)(ii) | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to FAS |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to FAS |

| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| | s47E(d) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | Melb | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for Regional Connectivity Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Melb | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) (A/g) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6274 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | EO to Lisa Rauter |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support Officer |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |

| | | | Position | | | | | | | |
|--|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| TERRITORIES | s47E(d) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Aaron O’Neill (AS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

January 2024

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|--|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 6 |
| First Nations Partnerships | 6 |
| NET ZERO UNIT | 7 |
| Net Zero Unit | 7 |
| CREATIVE ECONOMY & THE ARTS GROUP | 8 |
| Office for the Arts..... | 8 |
| Arts Development & Investment Branch | 9 |
| Collections & Cultural Heritage Branch..... | 10 |
| Cultural Policy Strategy and Program Support Branch | 12 |
| Creative Industries Branch | 13 |
| First Nations Languages and Regional Arts Branch | 14 |
| Screen and Arts Workplaces Development Branch | 15 |
| CORPORATE GROUP | 17 |
| Research, Data & Strategy Division | 17 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR) | 18 |
| Data, Systems and Information Management Branch | 20 |
| Strategy, Economic Policy and Evaluation Branch | 21 |
| Finance, Budget and Governance Division..... | 22 |
| Budget Engagement and Strategy Branch | 23 |
| Financial Management Branch | 25 |
| Assurance, Integrity, Risk and Governance Branch..... | 26 |
| IT Division | 29 |
| Digital Initiatives Branch | 30 |
| IT Services Branch | 31 |
| Legal Services Division..... | 32 |
| Legal Services – Commercial | 32 |
| Legal Services – Public Law | 32 |
| People, Culture & Change Division..... | 34 |
| People Branch | 35 |
| Ministerial, Parliamentary & Cabinet Branch | 36 |
| Department Liaison Officers (DLOs)..... | 38 |
| Communication & Change Branch | 39 |
| Integrated Services Branch | 40 |
| TRANSPORT GROUP | 42 |
| Domestic Aviation & Reform Division | 42 |
| Domestic Policy and Programs Branch | 43 |
| Aviation White Paper Taskforce..... | 45 |
| Airports Branch | 46 |
| Airport Environment | 48 |
| International Aviation, Technology & Services Division | 49 |
| Safety & Future Technology Branch..... | 50 |
| International Aviation Branch | 52 |
| Western Sydney Airport Regulatory Policy Branch..... | 54 |
| Surface Transport Emissions and Policy Division | 55 |
| Land Transport Policy Branch..... | 56 |
| Maritime & Shipping Branch..... | 58 |

| | |
|---|------------|
| Strategic Fleet Branch | 60 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 61 |
| Reducing Surface Transport Emissions Branch | 64 |
| INFRASTRUCTURE GROUP..... | 66 |
| Infrastructure Group Assurance and Advisory Branch | 66 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 68 |
| Land Transport Infrastructure Division..... | 69 |
| Program, Policy & Budget Branch | 70 |
| Queensland, Northern Territory and Western Australia Branch | 71 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 72 |
| VIC, TAS & SA Branch | 74 |
| Report and Program Management (RPM) Taskforce | 75 |
| Alinga 1E..... | 75 |
| Commonwealth Infrastructure Projects Division | 76 |
| Strategy and Support Branch | 77 |
| Project Taskforce Branch | 78 |
| Rail Project Delivery Branch | 79 |
| Aviation and High Speed Rail Branch | 80 |
| Freight Terminals Branch | 82 |
| Road and Vehicle Safety Division | 83 |
| Vehicle Safety Policy & Partnerships Branch | 84 |
| Office of Road Safety Branch | 86 |
| Vehicle Safety Operations Branch..... | 88 |
| Targeted Infrastructure Programs Branch | 90 |
| COMMUNICATIONS & MEDIA GROUP | 91 |
| Online Safety, Media & Platforms Division..... | 91 |
| Classification Branch | 92 |
| Media Industry & Sustainability Branch..... | 93 |
| Online Safety Branch..... | 95 |
| Platforms and News Branch | 97 |
| Media Reform Branch | 99 |
| Communications Infrastructure Division | 100 |
| Broadband and Emerging Communications Branch | 101 |
| Competition and Spectrum Branch..... | 103 |
| Telecommunications Resilience Branch..... | 106 |
| Digital Inclusion and Deployment Branch | 109 |
| Universal Services Branch | 111 |
| Communications Services & Consumer Division | 114 |
| Regional Connectivity Branch | 115 |
| Regional Mobile Infrastructure Programs Branch | 117 |
| Post, International Telecommunications & ACMA Branch | 119 |
| Consumer Safeguards Branch | 121 |
| REGIONAL, CITIES & TERRITORIES GROUP | 124 |
| Regional Development and Local Government Division | 124 |
| Regional Policy Branch | 125 |
| Local Government, Regional Intelligence and Data Branch | 126 |
| Major Projects and Governance Branch | 127 |
| Regional Programs Branch | 128 |
| Territories Division | 129 |
| Indian Ocean Territories Branch | 130 |
| Mainland Territories Branch | 132 |
| Norfolk Island Branch..... | 135 |

| | |
|---|----------------|
| Partnerships and Projects Division | 137 |
| Cities and Suburbs Unit | 138 |
| City & Regional Partnerships Branch | 139 |
| Office of Northern Australia..... | 140 |
| Northern Australia Investments and Projects Branch..... | 141 |
| Housing Support Branch | 143 |
| UNIT COORDINATOR CONTACTS..... | 144 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Deputy Secretary Communications & Media Group | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) (A/g) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|--------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administration/Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Assistant Secretary | Tanya Koeneman (NSW) | N/A | s22(1)(a)(ii) |
| Assistant Secretary | Bek Hendriks | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Investment in the arts through Creative Australia funding
- Management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust
- Administration of the Expression of Interest Register for positions on arts boards, council and committees

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jesse Fatnowna | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, arts and tourism policy, cultural infrastructure related matters, and multicultural arts matters.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Multicultural arts related matters
- Local Government arts related matters
- Review of the Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Creative Industries Youth Advisory Group
- Arts workforce policy
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)

- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Research, Data & Strategy Division

Levels 5 & 6W Alinga

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|---|---------------------------|---------------|
| A/g First Assistant Secretary | Shona Rosengren (until 12 January) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | Justin lu 12 Jan - 4 Febuary | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|--|-----------------------|---------------|
| Head of Bureau | s22(1)(a)(ii) (until 12 January) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (from 15 January until 2 February) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (until 15 January) | 6136 s22(1)(a)(ii) | N/A |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (from 2-12 January) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (until 13 January) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (from 25 January to 2 February) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (from 16 January until 2 February) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (from 2-12 January) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, outcome indicators for the National Road Safety Strategy, updating the cost of road crashes, and developing a national source of data on serious injuries due to road crashes
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue

- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W, N2W

The Data, Systems and Information Management Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services and Records Integrity Program and Management.

| | | | |
|--|---|--|--------------------------------|
| A/g Assistant Secretary Assistant Secretary | s22(1)(a)(ii) (until 17 January) Andreas Bieich (from 18 January) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (until 17 January) s22(1)(a)(ii) (from 18 January) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Support the next decade-long National Road Safety Strategy 2021–30 through delivery of the National Road Safety Data Hub in conjunction with the Office of Road Safety
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|--|--|--|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (until 15 January) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) (from 15 January to 2 February) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) (from 15 January to 2 February) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) (from 11 – 26 January) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Governance, Budget and Business Services Division provides high quality business services, systems, support and advice to the Department's divisions, the Executive and Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Division also deals with departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

The Division also provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support improved service design and related policies.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Branch is responsible for providing specialist financial management services, developing external and internal budgets, providing technical accounting advice, preparation of monthly and annual financial statements, strategic financial management on matters such as budgeting, forecasting, costing and reporting for Divisions.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required

- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services, project management support and related policies. Branch is also be designing a new user centric service for the department.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | TBC |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Financial Accounting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Procurement & Financial Governance | s22(1)(a)(ii) | TBC | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Donna Tait | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Integrity Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | TBC | TBC |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Risk Policy and Framework | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)

- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | TBC | TBC | TBC |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | |
|--|--------------------|---------------------------|---------------|
| Chief Digital Officer | Alex Clarke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy, Governance & Change | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum benefit to the Department
- Defining the IT Governance and Committee Framework
- Managing the Information and Communication Technology and Property Committee, IT Consultative Committee, and IT Project Governance Board
- Developing change and communication strategies and artefacts for IT projects and activities, with a focus on end users and adoption

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology & Chief Information Security Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, ICT Procurement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

IT Front Door & Architecture

- Development and maintenance of the Information Technology Strategy and Information Technology Investment Plans
- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department via the IT Architecture Board
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division

Legal Services Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | | |
|-------------------------------|--------------------------------|---------------------|---------------|---------------|
| Chief Counsel | Chris (Christine) Burke | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | | |
|---|--------------------|---------------------|---------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Secondee) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | | |
|---|---------------------------|---------------------|---------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:

- Administrative Law (e.g. advice on lawful decision making)
- Commonwealth Ombudsman matters
- Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
- Construction
- Employment/Industrial Relations (advice/proceedings)
- FOI
- Grants
- Intellectual Property
- IT/Data Sharing
- Legal claims and civil liability risk (advice)
- Legal training
- Legislative instrument drafting (non-tied)**
- Litigation/Disputes/AAT (proceedings)
- Major Projects
- OAIC matters
- Privacy
- Procurement
- Public Interest Disclosures (PIDs)
- Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
- Real Property
- Statutory interpretation (advice on the meaning of legislation)
- Other Commercial
- Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

People, Culture & Change Division

Nishi Level 6

The Division delivers four key functional areas: **People** through strategic support for employees, managers and department on workforce and staffing matters. **Communication and Change** through media management, campaigns and strategic communications engagement. **Transformation** through business improvements, project support and property management. And finally supporting our ministers and the department with **Ministerial, Parliamentary and Cabinet** services. Our goal is to deliver high quality products and services to our internal and external stakeholders, developing strategies and initiatives collaboratively and delivering the outcomes our stakeholders need.

| | | | |
|---|------------------------|------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | N/A | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | N/A | TBC |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas relating to human resources including attraction, retention and recruitment of all personnel, capability development including centrally funded learning opportunities, performance and conduct matters, workforce planning, workforce analytics, pay and employee conditions, workplace relations, work health and safety, case management and early intervention for injured/unwell employees, management of the department's employee assistance program and diversity, equity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|--------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | Vacant | | |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBA |
| A/g Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBA |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing and resilient workforce, including talent and succession management, and strategic attraction and sourcing
- Capability development initiatives including leadership development programs; coaching and mentoring programs, entry level programs, cultural and diversity inclusive programs, resilience and communication skills, policy, regulation and other core skills, and the digital literacy development program
- Human resource services including payroll, employee terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedures
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Strategic workforce management, analysis and planning including working with managers and staff to plan for current and future workforce needs
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and better practice
- Building a culture of strong engagement, through the Employee Census and our rewards and recognition process. Implementing whole of APS reforms, future of work and legislative changes, including leading flexible working initiatives
- Providing stewardship of APS values; work level standards; employment conditions; diversity and inclusion
- Providing and supporting early intervention and case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management, development and implementation of the Department's Diversity, Equity and Inclusivity agenda.

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W + 6W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | |
|--|-----------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on call | 6274 s22(1)(a)(ii) | |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of ministerial international travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings

- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental Forums
- Develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the department's regulatory responsibilities; work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- Deliver collaborative and informed policy advice on multilateral and international engagement issues requiring whole-of-department perspective.
- Facilitating international work on behalf of the department as the first point of contact.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|----------------------------------|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Executive and Change Communication | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Capability Review | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Canberra Consolidation project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Design | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Canberra Accommodation Consolidation Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the Project Management Framework, project management tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The Hire to Retire (H2R) Project has kicked off, with a multidisciplinary team from across Corporate Group and externally.

- The team are using the findings from the 10-week design sprint to improve processes, policies, guidance material and the overall experience for our staff with recruitment, onboarding, staff movement and offboarding stages.
- The current phase of work initiates the design and delivery element of the H2R initiative and will commence with the recruitment stage, to ensure the department's most challenging pain points can be resolved and there is tangible improvement to the staff experience – with the subsequent stages to follow.

Business Services Engagement

- Works collaboratively with business areas and Corporate Services to identify ways to streamline and improve engagement practices
- Undertake discovery piece to map the current state of how Corporate Services and Divisional Support teams engage with each other

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions with partners including guards and alarms
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
Responsible for identifying, advising, and minimising personnel and physical security risks.

Canberra Accommodation Consolidation Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building by mid-2026.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)
 - Staff engagement, consultation and change management to support new ways of working
 - Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
 - Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working by mid-2026

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|--------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Kai Everist | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|---|--------------------|--------------------|---------------|
| Assistant Secretary | Ben Vincent | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Sydney Demand Management and Economic Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports, Workforce & International | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|--------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.
- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports

- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---------------|--------------------|---------------|
| A/gAssistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunseting review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|------------------------------|---------------|
| First Assistant Secretary | Richard Wood | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|------------------------------|---------------|
| Assistant Secretary | Naa Opoku | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:

- the development of Australia's Uncrewed Traffic Management (UTM) system
- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|------------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- Strategic international aviation policy advice on the international aviation industry and regional and global issues
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Assessing airport proposals to introduce new international services under the framework for the provision of border services at new and redeveloping international airports
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | David Jansen | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|---|--|--------------------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) (until 17 January 2024) s22(1)(a)(ii) (commencing 15 January 2024) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|--|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Assistant Secretary | s22(1)(a)(ii) (until 17 January) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle Road Market Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle National Law Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
 - Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
 - Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.
- Freight and Supply Chain Strategy**

- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Tasmanian & Shipping Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Single Window & Trade | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Shipping Security, Policy & Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Safety, Shipping & Ports | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Tasmanian and Shipping Programs

- Manage the Tasmanian Freight Equalisation Scheme
- Manage the Bass Strait Passenger Vehicle Equalisation Scheme
- Administer Part X of the *Competition and Consumer Act 2010* including support Registrar of Liner Shipping function and manage liner shipping agreements and shipping agents registers
- Administer the *Shipping Reform (Tax Incentives) Act 2012*
- Develop policy and program proposals to support Tasmanian shipping and competition and taxation relating to ships.
- Engage with stakeholders under each of the four programs including Services Australia, ATO, ACCC and industry.

Maritime Single Window and Trade

- As part of the Australian Government's commitment to create a simpler, more efficient and digitised trade system, the Maritime Single Window and Trade Section is leading work to establish a digital maritime single window — to enable all information required by the Government in connection to the arrival, stay and departure of a ship to be submitted via a single online portal
- The team is responsible for the Departments' engagement with the Simplified Trade System taskforce, which is leading wide scale reform in the trade space. This taskforce is being led out of AusTrade
- Responsibility for Trade related activities, including engagement on Free Trade agreements, *Carriage of Goods by Sea Act 1991* and engagement with the International Maritime Organisation's FAL Committee on the FAL convention and the Expert Group on Data Harmonisation.
- Engagement on international agreements for the Judicial sale of ships.

Shipping Security, Policy and Regulation

- Oversee Maritime Security policy including:
 - Cyber security
 - Critical Infrastructure
 - National Civil Maritime Security Strategy
 - Naval Shipbuilding
- Develop and maintain supply chain disruption responses, including whole-of-government partnerships
- Manage Critical Incident Response policies, including the National Plan for Marine Environmental Emergencies
- National and International Engagement activities related to security, policy and regulation in the maritime and shipping context.
- Maritime and Shipping Legislation and Regulation - central maritime point of contact, including oversight and coordination, with primary responsibility for Shipping Registration Act 1981 and managing coastal trading and cruise ship policy. This responsibility spans monitoring the effectiveness of the Shipping Registration Act 1981, including developing proposed amendments, and managing coastal trading and cruise ship policy, including working with government stakeholders in addressing evolving policy imperatives.

Maritime Safety, Shipping and Ports

- Management of the *Coastal Trading (Revitalising Australian Shipping) Act 2012*
- Management of the *Navigation Act 2012*, *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* and associated instruments
- Manage ports policy and new ports policy approval process
- Australian Maritime Safety Authority (AMSA) liaison, policy oversight and AMSA Act 1990 governance arrangements
- Work with AMSA to develop and implement maritime safety policy for international shipping
- Manage cost recovery legislation for AMSA's international and domestic functions
- Progress and assess international maritime agreements, treaties and conventions on safety matters
- Seafarer welfare matters
- Engagement on the Offshore Electricity Infrastructure Framework
- Offshore Petroleum, Greenhouse Gas and Storage matters, particularly as it relates to the *Navigation Act 2012*.
- International Maritime Organization engagement strategy

Strategic Fleet Branch

Alinga 3W

The Strategic Fleet Project Team provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | TBC | N/A | N/A |
| Director, Shipping Industry Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies. It does this through working with the states and territories to support national consistency in technology investments and rollouts, including through policy instruments such as:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy and 2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent

Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.

- actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors

leading stakeholder communication and engagement activities for the OFTT **Secretariat for Infrastructure and Transport Ministers**

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.
- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES).
- Leads on relationships for IT development to implement the FES.
- Finalisation of the domestic commercial vessels review.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofuelled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment

of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.

- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | N/A 6274 s22(1)(a)(ii) | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Unit Coordinator Contacts

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|--|----------------------|-------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDCA, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review Workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|------------------------------------|--------------------|-------------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii)(ii) |
| A/g First Assistant Secretary | Maxine Ewens (8 Jan-16 Jan) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Program, Policy & Budget Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Implementation Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Assistant Secretary | s22(1)(a)(ii) (2 Jan to 16 Jan) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|------------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (until 16 Jan) | 6136 s22(1)(a)(ii) | TBC |
| Assistant Secretary | Lachlan Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | TBC | N/A |
| Director, SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Jennifer Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Strategic Communications

- Leads project specific government messaging and events management for the division's projects.
- Works closely with Branches to ensure the delivery of consistent and accurate government messaging through various communication channels.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours, leading development, change and continuous improvement initiatives which build and extend staff capabilities and expertise.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.

Project Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|--|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | TBC | TBC | TBC |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|--------------------------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & L3 Narellan

The Road and Vehicle Safety Division has a number of roles and functions, including the support and implementation of Australian Government policies, procedures, guidelines and legislation. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|--------------------------------------|---------------------------|---------------|
| First Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) (from 22 January 2024) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Melissa Cashman | 6136 s22(1)(a)(ii) | |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program (Amy Gillett Foundation)
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which nationally consistent performance-based standards that road vehicles must comply with before being provided in Australia.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. The RVS legislation achieves these aims by enabling the Minister to determine national road vehicle standards for road vehicles and road vehicle components, prohibiting the importation of road vehicles that do not comply with national road vehicle standards, establishing a Register of Approved Vehicles and establishing a framework for recalling unsafe road vehicles and approved road vehicle components that are unsafe or do not comply with national road vehicle standards.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | | N/A |
| A/g Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Melony Czajor | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infrastructure Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|--------------------------------------|-----------------------|-------------|---------------|---------------|
| A/g First Assistant Secretary | Bridget Gannon | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy

Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

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|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

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|--|-------------------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Mon-Wed) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | TBC | N/A | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|----------------------------------|---------------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) (Mon – Wed) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NBN Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6236 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Emerging Technology | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- 5G Innovation Initiative (now concluded).
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group
- Monitors and provides policy advice on emerging telecommunications technologies, including 6G, Open RAN and the Internet of Things (IoT).

- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch does not handle the following issues:

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Spectrum Policy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)

- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
- Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Broadband and Emerging Communications Branch)
- Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch and Broadband and Emerging Communications Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Broadband and Emerging Communications Branch).
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
- Retail competition on the NBN (Broadband and Emerging Communications Branch)
- Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
- Intergrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
- '000' and '112' emergency calling issues (Consumer Safeguards Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch provides advice on policy issues pertaining to the security and resilience of the Telecommunications sector. This covers entities regulated by the *Telecommunications Act 1997* (Tel Act) such as carriers and carriage service providers (CSPs). The Branch does not look at entities that are not regulated by the Tel Act (i.e. entities providing cloud computing etc) or carriers and CSPs that engage in activities beyond those specified above. The Branch also oversees programs aimed at telecommunications resilience against natural disasters (including floods, bushfires and COVID-19).

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Emergency Roaming Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Overall policy arrangements regarding the protection and sustainment of the telecommunications industry (that is, carriers and carriage service providers)
- Telecommunications infrastructure and services
- Carrier and carriage service provider (CSP) requirements under the Tel Act, including security and assistance obligations in Parts 14 and 15, except competition focused Carrier and CSP obligations.
- Use and disclosure of information by carriers and carriage service providers (Part 13 *Tels Act*)

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinate Departmental engagement on cyber security policy issues
- Representing the department in the electronic surveillance reforms taskforce of the Attorney-General's Department
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the departments Cyber, Security and Resilience (CeSAR) community of practice.
- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Managing telecommunications elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.

- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)
- Reviewing the security elements of the Tel Act including managing telecommunications elements of ongoing Critical Infrastructure reforms and parliamentary reviews
- Departmental point of contact and coordination of policy advice to the Electronic Surveillance Reform
- Telecommunications security obligations in free trade agreements (with International and others)

Telecommunications Disaster Resilience

- Risk identification and policy development for risk mitigation
- Telecommunications resilience measures including the following elements of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and
 - Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - National Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruptions Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing.
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data
- [Secretariat for the Communications Sector Group \(CSG\) under the Trusted Information Sharing Network.](#)

Emergency Mobile Roaming Taskforce

- Working with NEMA, scoping an emergency mobile roaming capability, with advice to be provided to government by March 2024.

This Branch **does not** handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural hazards or security risks i.e. planned or BAU outages
- The Triple Zero emergency call service (Consumer Safeguards Branch)

- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Mobile Infrastructure Programs Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry and Sustainability Branch).
- Issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Mobile roaming issues not related to emergencies (Competition and Spectrum Branch)

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | TBC | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice on the carriers' powers and immunities framework
- Legislative reform or changes to the carrier powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities

- The Science of Safe Connection communication program (about EME)
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us

** If purple and Fixed Wireless it belongs with Broadband Policy Branch

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Artificial intelligence, blockchain, quantum computing (Strategic and Economic Policy Projects Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Niccole Power | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 — or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service (30 June 2024) and the Regional Backbone Blackspots Program. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs & Governance (VAST, On-Farms Connectivity Program, governance, IT, stakeholder lead) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).
 - Adminstrates and manages all rounds of Regional Connectivity Program grants funding, including assessment of applications and program evaluation
 - Implementation of the first to 4th rounds of the Regional Connectivity Program
 - Design and implement the second round of the Regional Connectivity Program, including the Connecting Northern Australia Initiative
 - Respond to questions about current and future funding for regional connectivity and Northern Australia Initiative
 - Questions about current and future funding for regional connectivity and Northern Australia Initiative.
 - Design and develop program guidelines, application pack, standard agreement for future rounds.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Broadcasting infrastructure

- Viewer Access Satellite Television (VAST) transmission issues
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial television services (including Stroud & Shortland) (including VAST services). *(Branch does not handle radio services; urban or metropolitan services; ABC and SBS only reception issues; or ABC and SBS availability and funding issues).*

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health

On-Farm Connectivity Program (OFCP)

- Design and deliver of the \$30 million On Farms Connectivity Program.

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Plans and delivers the Regional Communications Ministers Roundtable. Manages the delivery of outcomes and action items from the Roundtable.
- Manages the Program Dashboards, which provide updates on the status of regional connectivity and infrastructure programs.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary – Regional Mobile Infrastructure Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Mobile Programs Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

- Administration and management of the Mobile Network Hardening Program, including delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and delivery of the new initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage. Includes \$50m pilot programs with State and Territory Governments.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

Improving Mobile Coverage Round

- Status of the rollout and questions about funded base stations
- Status of ad-hoc Guidelines for two locations where a solution may exist
- Status of target locations that did not receive a solution

This Branch **does not** handle the following issues:

- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
 - Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
 - Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
 - Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
 - Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
 - Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
 - Management of the Regional Tech Hub
 - Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
 - Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).
- Codes and Standards Section**
- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

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REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

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Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Local Government | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration – engagementevents@infrastructure.gov.au

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

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Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of Commonwealth owned commercial buildings.

IOT Contracts (Perth)

- Contract management of contracts for IOT air services, ports and airports.
- IOT Fisheries management

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Jo Neuling | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|----------------------|---|---------------|
| Assistant Secretary | Aaron O'Neill | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Norfolk Island Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations & Asset Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Governance and State Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.

- Planning for the improvement and expansion of state services on NI
- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|--------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Divisional Support Unit, Finance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|----------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) (as of 15/1) | TBC | TBC |
| Director, Reporting & Coordination | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research & Evaluation | s22(1)(a)(ii) (Brisbane) | TBC | TBC |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- Place based
- urban and regional Precincts and Partnerships Program
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|------------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart, Launceston, Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct
- Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The sustainable and resilient economic development of Northern Australia is a key Government commitment. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. The branch also provides secretariat support for the Northern Australia Ministerial Forum, which is progressing a shared vision for liveable, safe, sustainable and healthy communities in the north, and the Northern Australia Indigenous Reference Group, which provides advice on maximising benefits and implementation outcomes for Indigenous Australians.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Policy | s22(1)(a)(ii) (Perth) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum secretariat
- Overseeing the Northern Australia Grants Programs (NAGP) the:
 - Northern Australia Development Program (NADP) and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committee submissions and report responses
- Cabinet coordination and input to the Minister's Cabinet briefs
- Senate Estimates and Question Time brief coord

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|--|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| A/g Director, Operations | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +62 0821 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit**Supporting the development of Northern Australia by working in partnership with states and territories**

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Housing Support Branch

Northbourne 2E

The Housing Support Branch will be delivering the Housing Support Program, a \$500 million competitive funding program for local and state governments to kick start housing supply, in line with Housing Accord targets. Funding can be used for initiatives to help enable housing supply including connecting essential services, amenities to support new housing development or building planning capability.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Erin Cassie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | | |
| Director, Program and Admin Reporting | TBC | | |
| Director, Engagement | TBC | | |

[Unit Coordinator Contacts](#)

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EA to Lil Gordon (FAS), Tanya Koeneman (AS), Bek Hendriks (AS) |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | | • | • | NB1E | EA to Ian Porter (FAS) |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) M, T, W, T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |

Released under the Freedom of Information Act 1982, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

| | | | Position | | | | | | | |
|---|--------------------------------------|----------------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| RESEARCH, DATA & STRATEGY | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | | | AL5W | EA to Shona Rosengren (AS) + Justin lu((AS) |
| s22(1)(a)(ii) (from 18 January) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | AL5W | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| FINANCE, GOVERNANCE, BUDGET & BUSINESS SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N5W | A/g EA to Gillian Munro (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Donna Tait (AS) |
| INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| TBC | | | | | | | | | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO/CISO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Alex Clarke (AS/CDO) |
| LEGAL SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | • | • | • | | | N6W | EA to Chris Burke (FAS/Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | Remote | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | • | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | Alinga3 | Ministerial Liaison Officer - Ministerial, Parliamentary + Cabinet Branch |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) & A/g EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Sarah Nattey |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |

| | | | Position | | | | | | | |
|---|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au s47E(d) @amsa.gov.au s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | • | • | • | • | • | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Dave's Group) | | | | | | | | | | |
| INFRASTRUCTURE GROUP ASSURANCE AND ADVISORY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | • | • | • | • | • | NRN3 | EA to Andreas Bleich (AS) |
| | | | • | • | • | • | • | • | | |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| | | | • | | | • | • | | AL1W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to s22(1)(a)(ii) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| ITID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |

Released under the Freedom of Information Act 1932 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

| | | | Position | | | | | | | |
|--|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Jennifer Stace (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to Simon Milnes (AS) + + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | tanya.salmi@infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL1E | EA to Anita Langford (FAS) |
| | | | • | | • | • | | • | | |
| s22(1)(a)(ii) | Victoria.Dance@infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | • | | AL2W | EO to Anita Langford (FAS) (From 22 January 2024) |
| s22(1)(a)(ii) | Isabella.lore@infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL1W | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | Gabriella.Rechichi@infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to s22(1)(a)(ii) (A/g AS) |
| | | | | | | | | | AL2W | |
| s22(1)(a)(ii) | Sam.Papantoniou@infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2W | EA to Melony Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | | | | Canberra | |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | | | | Sydney | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | | | | | | | | | | |
| s47E(d) | @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| | | | | | | | | | | |
| COMMUNICATIONS INFRASTRUCTURE | | | | | | | | | | |
| s47E(d) | @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |

| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Meghan Hibbert (A/g FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | Melb | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Meghan Hibbert (A/g FAS)) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | | NISHI3 | EA to s22(1)(a)(ii) (A/g AS) + Daniel Caruso (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for Regional Connectivity Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Melb | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Joe Castellino (AS) + Sarah Nattey (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | EO to Lisa Rauter |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support Officer |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N2E | EA to Tiffany Karlsson (AS) |

| | | | Position | | | | | | | |
|--|--------------------------------------|------------------------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |
| TERRITORIES | s47E(d) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Aaron O'Neill (AS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3E | EO to Sarah Vandebroek (FAS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

February 2024

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|--|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 6 |
| First Nations Partnerships | 6 |
| NET ZERO UNIT | 7 |
| Net Zero Unit | 7 |
| CREATIVE ECONOMY & THE ARTS GROUP | 8 |
| Office for the Arts..... | 8 |
| Arts Development & Investment Branch | 9 |
| Collections & Cultural Heritage Branch..... | 10 |
| Cultural Policy Strategy and Program Support Branch | 12 |
| Creative Industries Branch | 13 |
| First Nations Languages and Regional Arts Branch | 14 |
| Screen and Arts Workplaces Development Branch | 15 |
| CORPORATE GROUP | 17 |
| Research, Data & Strategy Division | 17 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR) | 18 |
| Data, Systems and Information Management Branch | 19 |
| Strategy, Economic Policy and Evaluation Branch | 20 |
| Finance, Budget and Governance Division..... | 21 |
| Budget Engagement and Strategy Branch | 22 |
| Financial Management Branch | 24 |
| Assurance, Integrity, Risk and Governance Branch..... | 25 |
| IT Division | 28 |
| Digital Initiatives Branch | 29 |
| IT Services Branch | 30 |
| Legal, FOI and Privacy Division..... | 31 |
| Legal Services – Commercial | 31 |
| Legal Services – Public Law | 31 |
| People, Culture & Change Division..... | 33 |
| People Branch | 34 |
| Ministerial, Parliamentary & Cabinet Branch | 35 |
| Department Liaison Officers (DLOs)..... | 37 |
| Communication & Change Branch | 38 |
| Integrated Services Branch | 39 |
| TRANSPORT GROUP | 41 |
| Domestic Aviation & Reform Division | 41 |
| Domestic Policy and Programs Branch | 42 |
| Aviation White Paper Taskforce..... | 44 |
| Airports Branch | 45 |
| Airport Environment | 47 |
| International Aviation, Technology & Services Division | 48 |
| Safety & Future Technology Branch..... | 49 |
| International Aviation Branch | 51 |
| Western Sydney Airport Regulatory Policy Branch..... | 53 |
| Surface Transport Emissions and Policy Division | 54 |
| Land Transport Policy Branch..... | 55 |
| Maritime & Shipping Branch..... | 57 |

| | |
|---|------------|
| Strategic Fleet Branch | 60 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 61 |
| Reducing Surface Transport Emissions Branch | 64 |
| INFRASTRUCTURE GROUP..... | 66 |
| Infrastructure Group Assurance and Advisory Branch | 66 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 68 |
| Land Transport Infrastructure Division..... | 69 |
| Program, Policy & Budget Support Branch | 70 |
| Queensland, Northern Territory and Western Australia Branch | 71 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch..... | 72 |
| VIC, TAS & SA Branch | 74 |
| Infrastructure Investment Reform Branch..... | 75 |
| Report and Program Management (RPM) Taskforce..... | 76 |
| Alinga 1E..... | 76 |
| Commonwealth Infrastructure Projects Division | 77 |
| Strategy and Support Branch | 78 |
| Project Taskforce Branch | 79 |
| Rail Project Delivery Branch..... | 80 |
| Aviation and High Speed Rail Branch | 81 |
| Freight Terminals Branch | 83 |
| Road and Vehicle Safety Division | 84 |
| Vehicle Safety Policy & Partnerships Branch | 85 |
| Office of Road Safety Branch | 87 |
| Vehicle Safety Operations Branch..... | 89 |
| Targeted Infrastructure Programs Branch | 91 |
| COMMUNICATIONS & MEDIA GROUP | 92 |
| Online Safety, Media & Platforms Division..... | 92 |
| Classification Branch | 93 |
| Media Industry & Sustainability Branch..... | 94 |
| Online Safety Branch..... | 96 |
| Platforms and News Branch..... | 98 |
| Media Reform Branch | 100 |
| Communications Infrastructure Division | 101 |
| Broadband and Emerging Communications Branch | 102 |
| Competition and Spectrum Branch..... | 104 |
| Telecommunications Resilience Branch..... | 107 |
| Digital Inclusion and Deployment Branch..... | 109 |
| Universal Services Branch | 111 |
| Communications Services & Consumer Division | 114 |
| Regional Connectivity Branch | 115 |
| Regional Mobile Infrastructure Programs Branch | 117 |
| Post, International Telecommunications & ACMA Branch | 119 |
| Consumer Safeguards Branch | 121 |
| REGIONAL, CITIES & TERRITORIES GROUP | 124 |
| Regional Development and Local Government Division | 124 |
| Regional Policy Branch | 125 |
| Local Government, Regional Intelligence and Data Branch..... | 126 |
| Major Projects and Governance Branch | 127 |
| Regional Programs Branch | 128 |
| Territories Division | 129 |
| Indian Ocean Territories Branch | 130 |
| Mainland Territories Branch | 132 |
| Norfolk Island Branch..... | 135 |

| | |
|---|------------|
| Partnerships and Projects Division | 137 |
| Cities and Suburbs Unit | 138 |
| City & Regional Partnerships Branch | 139 |
| Office of Northern Australia..... | 140 |
| Northern Australia Investments and Projects Branch..... | 141 |
| Housing Support Branch | 143 |
| UNIT COORDINATOR CONTACTS..... | 144 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | TBA | | |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Tanya Koeneman (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Bek Hendriks | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

Net Zero Unit

Net Zero Unit

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Strategic Adviser | Ian Porter (Melbourne) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Investment in the arts through Creative Australia funding
- Management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust
- Administration of the Expression of Interest Register for positions on arts boards, council and committees

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jesse Fatnowna | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, arts and tourism policy, cultural infrastructure related matters, and multicultural arts matters.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Alex Wilson | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Multicultural arts related matters
- Local Government arts related matters
- Review of the Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Creative Industries Youth Advisory Group
- Arts workforce policy
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)

- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Research, Data & Strategy Division

Levels 5 & 6W Alinga

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Shona Rosengren | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | Justin Iu (until 4 February) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | TBC | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Head of Bureau | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, including outcome indicators for the National Road Safety Strategy. Establishing and maintaining an Intergovernmental Road Safety Data Sharing Agreement, and a new National Road Safety Data Hub website.
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W, N2W

The Data, Systems and Information Management Branch combines data strategy and policy, the data hubs (National Freight; Regional; Road Safety; Aviation), geospatial services and Records Integrity Program and Management.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bieich | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Support improvement in aviation safety through delivery of the Aviation Data Safety Platform to enable integration and sharing of aviation safety data across agencies
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions

Records Integrity Program and Management

- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs. The branch also develops and coordinates First Nations policy advice, including in relation to the Closing the Gap agenda and the Department's Reconciliation Action Plan.

| | | | |
|--|---------------------------|---------------------------|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Projects Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department
- Support the Department's evidence base for policy thinking, including by conducting economic analysis
- Support areas of the department to conduct best practice evaluations of policies and programs

Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Budget and Governance Division provides high quality systems, support and advice to the Department's divisions, the Executive and the Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice, specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements. The Division also manages departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Budget Engagement and Strategy Branch is responsible for providing specialist financial management services, developing external and internal budgets, strategic financial management on matters such as budgeting, forecasting, average staffing levels (ASL), costing and reporting for Groups and Divisions under the Finance Business Partnership Model.

| Assistant Secretary | Mike Hogben | TBC | TBC |
|--|---------------|--------------------|---------------|
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns

- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Financial Management Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services and SAP services. the branch is also designing a new user centric service for the department.

| | | | |
|---|---------------|--------------------|---------------|
| Assistant Secretary | Jodi George | TBC | TBC |
| Executive Assistant | TBC | TBC | TBC |
| Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Financial Accounting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Procurement & Financial Governance | s22(1)(a)(ii) | TBC | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Procurement and Financial Governance

- providing complex and non-complex procurement advice and support to divisions, delegates, executive and portfolio agencies
- developing and maintaining procurement guidance and templates, in line with the Public Governance Performance and Accountability Act and Commonwealth Procurement Rules
- developing and running procurement and contract management training for the department's staff and executive
- undertaking statutory procurement reporting for the portfolio

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Donna Tait | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBA | TBA n/a |
| Director, Integrity Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | TBC | TBC |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Performance Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Risk Policy and Framework | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations

- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | TBC | TBC | TBC |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | | |
|--|--------------------|-------------|---------------|---------------|
| Chief Digital Officer | Alex Clarke | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy, Governance & Change | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum benefit to the Department
- Defining the IT Governance and Committee Framework
- Managing the Information and Communication Technology and Property Committee, IT Consultative Committee, and IT Project Governance Board
- Developing change and communication strategies and artefacts for IT projects and activities, with a focus on end users and adoption

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology & Chief Information Security Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

IT Front Door & Architecture

- Development and maintenance of the Information Technology Strategy and Information Technology Investment Plans
- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department via the IT Architecture Board
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division

Legal, FOI and Privacy Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | | |
|-------------------------------|--------------------------------|---------------------|---------------|---------------|
| Chief Counsel | Chris (Christine) Burke | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | | |
|---|--------------------|---------------------|---------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Secondee) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | | |
|---|---------------------------|---------------------|---------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:

- Administrative Law (e.g. advice on lawful decision making)
- Commonwealth Ombudsman matters
- Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
- Construction
- Employment/Industrial Relations (advice/proceedings)
- FOI
- Grants
- Intellectual Property
- IT/Data Sharing
- Legal claims and civil liability risk (advice)
- Legal training
- Legislative instrument drafting (non-tied)**
- Litigation/Disputes/AAT (proceedings)
- Major Projects
- OAIC matters
- Privacy
- Procurement
- Public Interest Disclosures (PIDs)
- Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
- Real Property
- Statutory interpretation (advice on the meaning of legislation)
- Other Commercial
- Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

People, Culture & Change Division

Nishi Level 6

The Division delivers four key functional areas: **People** through strategic support for employees, managers and department on workforce and staffing matters. **Communication and Change** through media management, campaigns and strategic communications engagement. **Transformation** through business improvements, project support and property management. And finally supporting our ministers and the department with **Ministerial, Parliamentary and Cabinet** services. Our goal is to deliver high quality products and services to our internal and external stakeholders, developing strategies and initiatives collaboratively and delivering the outcomes our stakeholders need.

| | | | |
|----------------------------------|------------------------|--------------------|---------------|
| First Assistant Secretary | Rachel Houghton | N/A | s22(1)(a)(ii) |
| Chief People Officer | | | |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas relating to human resources including attraction, retention and recruitment of all personnel, capability development including centrally funded learning opportunities, performance and conduct matters, workforce planning, workforce analytics, pay and employee conditions, workplace relations, work health and safety, case management and early intervention for injured/unwell employees, management of the department's employee assistance program and diversity, equity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|--------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | TBA | |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Diversity, Equity and Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing and resilient workforce, including talent and succession management, and strategic attraction and sourcing
- Capability development initiatives including leadership development programs; coaching and mentoring programs, entry level programs, cultural and diversity inclusive programs, resilience and communication skills, policy, regulation and other core skills, and the digital literacy development program
- Human resource services including payroll, employee terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedures
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Strategic workforce management, analysis and planning including working with managers and staff to plan for current and future workforce needs
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and better practice
- Building a culture of strong engagement, through the Employee Census and our rewards and recognition process. Implementing whole of APS reforms, future of work and legislative changes, including leading flexible working initiatives
- Providing stewardship of APS values; work level standards; employment conditions; diversity and inclusion
- Providing and supporting early intervention and case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management, development and implementation of the Department's Diversity, Equity and Inclusivity agenda.

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W + 6W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on call | 6274 | s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence
- Provide advice and guidance on Parliamentary processes
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package)
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice
- Recruitment and management of the Departmental Liaison Officers
- Management and coordination of ministerial international travel
- Providing Legislation Liaison Officer services and supporting the Government's legislation program
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.)
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business
- Manage the portfolio's Cabinet documents and information
- Coordinate the circulation of Cabinet documents to policy areas for action and response
- Provide Cabinet briefing packs for Ministers and Senior Executive
- Provide advice and support to department staff on processes, preparation and timings of Cabinet documents, responses and briefing
- Distribute international correspondence (DFAT cables) to department staff
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings

- Coordination and development of non-portfolio ministerial correspondence and meeting briefs
- Produces whole-of-department reporting for Portfolio Cabinet Ministers on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities to the Priorities and Delivery Unit in the Department of the Prime Minister and Cabinet
- Supports internal and external reporting.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental Forums
- Develop and apply regulatory frameworks to improve the design and efficiency of regulation; promote best practice regulation; prepare briefings and report on the department's regulatory responsibilities; work internally to identify regulatory reform opportunities, including providing background research and feedback to support Budget proposals; work externally to support the Government's Deregulation Agenda
- Deliver collaborative and informed policy advice on multilateral and international engagement issues requiring whole-of-department perspective.
- Facilitating international work on behalf of the department as the first point of contact.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|----------------------------------|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Executive and Change Communication | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | TBC | TBC |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Canberra Consolidation project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Design | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Canberra Accommodation Consolidation Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the Department
- Develop a standardised and scalable approach to project management across the Department
- Development and implementation of the Project Management Framework, project management tools and artefacts for use by projects across the Department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and Department Executive
- Provide monthly portfolio project analysis and strategic advice to the Enabling Committee
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The Hire to Retire (H2R) Project has kicked off, with a multidisciplinary team from across Corporate Group and externally.

- The team are using the findings from the 10-week design sprint to improve processes, policies, guidance material and the overall experience for our staff with recruitment, onboarding, staff movement and offboarding stages.
- The current phase of work initiates the design and delivery element of the H2R initiative and will commence with the recruitment stage, to ensure the department's most challenging pain points can be resolved and there is tangible improvement to the staff experience – with the subsequent stages to follow.

Business Services Engagement

- Works collaboratively with business areas and Corporate Services to identify ways to streamline and improve engagement practices

Establishing a Service Offer to re-establish the Divisional Support Forum, facilitate design of engagement guidance between Corporate services and the Divisional Support Network and updating and maintenance of the department's Corporate Coordination Calendar.

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions and alarms with partners including guards
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
 - Responsible for identifying, advising, and minimising personnel and physical security risks.

Canberra Accommodation Consolidation Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building by mid-2026.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)
 - Staff engagement, consultation and change management to support new ways of working
 - Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
 - Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working by mid-2026

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

In addition, the Branch's Aviation Support Unit provides services to the Transport Group.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic Aviation Economic Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/ | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports, Workforce & International | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---|--|--------------------------------|
| Assistant Secretary | Sarah Nattey s22(1)(a)(ii) (acting until 14 February) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) s22(1)(a)(ii) (acting until 14 February) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
- Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
- Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.
- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Tori Wright | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/ | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunseting review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|------------------------------|---------------|
| First Assistant Secretary | Richard Wood | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|------------------------------|---------------|
| Assistant Secretary | Naa Opoku | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:

- the development of Australia's Uncrewed Traffic Management (UTM) system
- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|------------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 02 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- Strategic international aviation policy advice on the international aviation industry and regional and global issues
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Assessing airport proposals to introduce new international services under the framework for the provision of border services at new and redeveloping international airports
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|------------------------------|---------------|
| Assistant Secretary | David Jansen | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 02 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle Road Market Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle National Law Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
 - Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
 - Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.
- ### Freight and Supply Chain Strategy
- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.

- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
 - Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Regulation and Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Trade and Digital | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legislation and Safety | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regulation and Programs

- Regulate international liner shipping services to Australia for the benefit of Australian shippers
 - Administer *Part X of the Competition and Consumer Act 2010*
 - Engage with peak shipper bodies, shipping industry and other interested parties, and government agencies, including Treasury and the ACCC
- Regulate shipping tax incentives to promote Australian shipping and development of maritime skills
 - Administer the *Shipping Reform (Tax Incentive) Act 2012*
 - Manage the MOU on data exchange with the ATO
 - Collaborate with the ATO on shipping tax incentives matters
 - Engage with shipping industry and government agencies including Treasury
- Regulate coastal shipping with the Shipping Business Unit as the primary point of contact
 - Administer the *Coastal Trading (Revitalising Australian Shipping) Act 2012* and the *Coastal Trading (Revitalising Australian Shipping) Regulation 2012*
 - Manage the operation and resourcing of the Shipping Business Unit to ensure it meets its service charter.
 - Engage with commercial shipping industry who engage in coastal trading, maritime unions and other interested parties, and government agencies.
- Manage the Tasmanian Freight Equalisation Scheme and the Bass Strait Passenger Vehicle Equalisation Scheme
 - Manage the relationship with Services Australia through a Statement of Intent and Services Schedule for effective delivery of the two programs.
 - Engage with Tasmanian business and other interested parties, the Tasmanian government and other government agencies
 - Develop policy and costing/budget proposals as required.
 - Collaborate with BITRE on data reporting and management, and program monitoring.

Trade and Digital

- Deliver Maritime Single Window FPBC to Budget
 - Reach outcome for MSW project at Budget 2024-25
- Manage Maritime Single Window project and work to second pass
 - Undertake procurement
 - Establish MSW scope of work
 - Stakeholder engagement and secretariat
 - Deliver SPBC
 - Work with ABF, DAFF, AMSA
- Maritime trade policy
 - Free Trade Agreements
 - IPEF
 - APEC
 - ASEAN
 - Green and Digital Shipping Corridors
 - Inter-governmental working groups: Trade Technology Working Group
 - Input into supply chain and MERNAP regarding maritime digital policy
- FAL Convention
 - Manage amendments
 - Manage FAL Committee responsibilities
 - Expert Group Data Harmonization responsibilities
 - IHO relationship management
- STS Taskforce and Trade Single Window
 - Act as liaison and representative to STS Taskforce
- Maritime Cyber Security
 - Home Affairs and ports engagement
 - MSW cyber responsibilities
- Carriage of Goods at Sea legislation
 - Finalise review of GoGSA amendments
 - Norfolk Island Carriage of Goods at Sea engagement

Legislation and Safety

- Management of maritime legislative and regulatory agenda
 - Central maritime point of contact, including oversight and coordination of all maritime legislative amendments, working closely with the Operations Policy Section, the Regulation and Programs Section, and AMSA to develop proposed amendments.
 - Work with AMSA to develop and implement maritime safety policy for international shipping
- AMSA Governance and oversight
 - AMSA liaison, policy oversight and governance arrangements under the *AMSA Act 1990*, including:
 - *AMSA board appointments*
 - *AMSA Statement of Expectations*
 - Manage cost recovery legislation for AMSA's international and domestic functions
- International Maritime Organization (IMO)
 - IMO engagement strategy
 - Progress and assess international maritime agreements, treaties and conventions on safety matters
 - IMO Conventions
- IMO Member State Audit Scheme (IMSAS)
 - Implementation of actions coming out of the IMO MSAS, including:
 - Establishment of a National Maritime Steering Committee, including the development of a National Maritime Strategy
- Domestic Commercial Vessels – Safety Implementation
 - Implementation of outcomes following the Review into Domestic Commercial Vessels (DCVs)

Policy and Strategy

- Deliver Maritime Strategy
 - Develop the Commonwealth narrative of maritime and shipping
 - Align with whole of government strategies such as the National Freight and Supply Chain Strategy
- Maritime Operations and ports policy
 - Monitor issues that impact ports operations such as biosecurity, security, incidents, industrial action
 - Contribute to supply chain agenda from a maritime perspective
 - Seafarer welfare support including liaison with FWO and DEWR on industrial relations and workers insurance
 - Primary contact with Ports Australia for Working Groups
- Supporting offshore maritime policy development
 - Advice on offshore renewable zones for wind
 - Guidance on Oil and Gas decommissioning including disposal of the Northern Endeavour
 - Manage relationships with DCEEW and DISR
- Ports development
 - Administer the New and Redeveloping Ports framework for sea ports
 - Identify the pipeline of sea port projects that with impact border agencies future budget position
 - Continue to manage the Ports Reference Group within DITRDCA
 - Consider framework in line with aviation review from an airport perspective
- Shipping Policy
 - Coastal Trading Act policy responsible
 - Coordination point in Maritime and Shipping for the review of the Coastal Trading and Shipping Register Acts in support of the Strategic Fleet implementation
- Implement revised National Plan for Maritime Environmental Emergencies
 - Facilitate consideration through ITSOG and ITMM
 - Consider existing mechanisms such as National Coordination Mechanism and the Australian Government Crisis Management Framework

Strategic Fleet Branch

Alinga 3W

The Strategic Fleet Project Team provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | TBC | N/A | N/A |
| Director, Strategic Fleet Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. To deliver these, we work closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|--|--------------------------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions include representing the Department on the Austroads Registration and Licensing Taskforce and governance of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies. It does this through working with the states and territories to support national consistency in technology investments and rollouts, including through policy instruments such as:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy and 2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent

Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.

- actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
- leading stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.
- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms. On top of that, we are also undertaking a review of Australia's maritime safety laws, to find ways to keep Australians and international visitors safe on our domestic waterways.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the Fuel Efficiency Standard (FES).
- Leads on relationships for IT development to implement the FES.
- Finalisation of the domestic commercial vessels review.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofuelled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment

of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.

- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Meagher | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Unit Coordinator Contacts

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|--|----------------------|-------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDCA, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review Workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Program, Policy & Budget Support Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Simon Milnes | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL) | s22(1)(a)(ii) | TBC | N/A |
| Director, SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Infrastructure Investment Reform Branch

Alinga 1W

The Branch has responsibility for:

- Implementation of the Infrastructure Investment Pipeline reform agenda
- Strategic advice on the Government's future infrastructure investment
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|----------------------|--------------------|---------------|
| Assistant Secretary | Toby Robinson | TBC | TBC |
| Executive Assistant | TBC | TBC | TBC |
| Director, IIRB | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National agreement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Infrastructure Investment Reform

- Strategic engagement – secretariat support for Infrastructure Investment Reform Interdepartmental Committee and Infrastructure Investment Reform Steering Committee
- Advise on reform implementation

National agreement policy section

- Responsible for negotiations of new FFA and development of NoA
- Land transport infrastructure governance working group

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Jennifer Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|--|---------------|--------------------|------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | TBC | TBC |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.
- **., Culture and Corporate Support**
- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours

Project Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|---------------------------|---------------|
| Assistant Secretary | Joanna Piva | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | s22(1)(a)(ii) | TBC | TBC |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|----------------------|--------------------|---------------|
| Assistant Secretary | David Muldoon | TBC | TBC |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & L3 Narellan

The Road and Vehicle Safety Division has a number of roles and functions, including the support and implementation of Australian Government policies, procedures, guidelines and legislation. The Division also leads engagements and communications with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|-----------------------|---------------------------|---------------|
| First Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | | |
|---|------------------------|-------------|---------------|---------------|
| Assistant Secretary | Melissa Cashman | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development of new Australian Design Rules
- Maintenance of existing Australian Design Rules
- Review of the Australian Design Rules
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the Australian Design Rules
- Contributing to the alignment of the Australian Design Rules with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the Australian Design Rules
- Lead the vehicle safety component of the National Road Safety Strategy.

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership, co-ordination and facilitation towards zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy, the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|-------------------------|---------------------------|---------------|
| Assistant Secretary | Susan Cattermole | 6136 s22(1)(a)(ii) | |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program (Amy Gillett Foundation)
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which nationally consistent performance-based standards that road vehicles must comply with before being provided in Australia.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. The RVS legislation achieves these aims by enabling the Minister to determine national road vehicle standards for road vehicles and road vehicle components, prohibiting the importation of road vehicles that do not comply with national road vehicle standards, establishing a Register of Approved Vehicles and establishing a framework for recalling unsafe road vehicles and approved road vehicle components that are unsafe or do not comply with national road vehicle standards.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Melony Czajor | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|--------------------------------------|-----------------------|-------------|---------------|---------------|
| A/g First Assistant Secretary | Bridget Gannon | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy

Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program
- Public Interest Journalism Initiative (PIJI)
- Local and Independent News Association (LINA)

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|---|---------------------|---------------------------|---------------|
| A/g Assistant Secretary (to 16 February) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary (from 19 February) | Andrew Irwin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
 - Secretariat support for the statutory review of the *Online Safety Act 2021*
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

| | | | |
|--|-------------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Hyles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Mon-Wed) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|----------------------------------|---|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) (Mon – Wed) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites,

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Emerging Technology | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- 5G Innovation Initiative (now concluded).
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEO Sat Working Group
- Monitors and provides policy advice on emerging telecommunications technologies, including 6G, Open RAN and the Internet of Things (IoT).

- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.

Correspondence responsibilities:

- Policy matters relating to the NBN — e.g. how is it 'fully built' when I don't have a service?
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.
- Domestic licencing arrangements and conditions under the *Radiocommunications Act 1992* including relating to amateur radio.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)
- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
- Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Broadband and Emerging Communications Branch)
- Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Digital Inclusion and Deployment Branch)
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
- Retail competition on the NBN (Broadband and Emerging Communications Branch)
- Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
- Integrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
- '000' and '112' emergency calling issues (Consumer Safeguards Branch)
- Broadcasting licences, including commercial and subscription television and radio services (Media Industry and Sustainability Branch)

Radio and TV reception issues in metropolitan areas (Media Industry and Sustainability Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch leads policy and program delivery to strengthen the security and resilience of the telecommunications sector against natural disasters, security threats, and other hazards.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Temporary Disaster Roaming Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinating departmental engagement on cyber security policy issues
- Representing the department in the Electronic Surveillance Reforms Taskforce of the Attorney-General's Department
- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the department's Cyber, Security and Resilience (CeSAR) community of practice.
- Managing telecommunications security elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)

Telecommunications Disaster Resilience

- Telecommunications resilience measures including the following elements of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and

- Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - National Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruption Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data

Temporary Disaster Roaming Taskforce

- Working with NEMA, scoping a temporary disaster mobile roaming capability, with advice to be provided to government by March 2024.

This Branch **does not** handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural hazards or security risks i.e. planned or BAU outages
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Mobile Infrastructure Programs Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry and Sustainability Branch).
- Most issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch)
- Mobile roaming issues not related to emergencies (Competition and Spectrum Branch)

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jason Ashurst | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice and legislative reform or changes to the carriers' powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities
- The Science of Safe Connection communication program (about EME)
- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

**** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us**

**** If purple and Fixed Wireless it belongs with Broadband Policy Branch**

This Branch **does not** handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)

- ACMA complaints handling (Consumer Safeguards Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?

- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra – 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review

- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Communications Programs & Governance (Ministers' Roundtable, VAST, On-Farm Connectivity Program, IT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such as Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).

Regional broadcasting

- Viewer Access Satellite Television (VAST) Program
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial free-to-air television services in the electorates of Stroud & Shortland

On Farm Connectivity Program (OFCP)

- Design and development of the \$30 million On Farm Connectivity Program, including management of Expression of Interest process to identify approved supplier, design of program guidelines and program evaluation
- Oversee procurement with the National Farmers' Federation, via the Regional Tech Hub, to support implementation of Round 1 of the Program
- Ongoing monitoring of expenditure/take-up of the program, including supporting Business Grant Hub's administration and management of grant funding

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Oversees the Regional Connectivity Ministers' Roundtable and associated Senior Officials Committee, including managing the delivery of outcomes and action items from the Roundtable
- Prepare monthly updates on the status of the regional connectivity program.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Mobile Programs Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Roads (Multi-Carrier Highways Program, Mobile Network Hardening Program, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, particularly in regional areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

- Administration and management of the Mobile Network Hardening Program, including delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and delivery of the new initiative to extend mobile coverage on major highways and roads, with a focus on multi-carrier coverage. Includes \$50m pilot programs with State and Territory Governments.

Remote and legacy infrastructure

- ADSL: Lack of ADSL ports available; cannot get ADSL service due to premises being located too far away from the exchange
- Satellite issues relating to remote Indigenous communities, and the legacy NBN Sky Muster Distance Education Products (developed through the former Distance Education and Broadband Working Group)
- Issues relating to the fibre backhaul links built as part of the Regional Backbone Blackspots Program (RBBP).

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Implementation of Government election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

COVID-19

- Telecommunications and connectivity issues in regional and remote areas, including education and rural health
- Telecommunications and connectivity related to the Indigenous communities, excluding the Indigenous Digital Inclusion Plan.

Improving Mobile Coverage Round

- Status of the rollout and questions about funded base stations
- Status of ad-hoc Guidelines for two locations where a solution may exist
- Status of target locations that did not receive a solution

This Branch **does not** handle the following issues:

- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero and the Optus Outage Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | | | |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Local Government | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration – engagementevents@infrastructure.gov.au

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | | |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | TBC | | |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP MOU
- Management of Commonwealth owned commercial buildings.

IOT Contracts (Perth)

- Contract management of contracts for IOT air services, ports and airports.
- IOT Fisheries management

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Jo Neuling | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|---------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Norfolk Island Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer and Director Divisional Support Unit | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| | | | |
| Unit Coordinator Contacts | | | |

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

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Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Reporting & Coordination | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research & Evaluation | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| A/g Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- Place based
- urban and regional Precincts and Partnerships Program
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|------------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart and Launceston | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga & Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct
- Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The sustainable and resilient economic development of Northern Australia is a key Government commitment. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. The branch also provides secretariat support for the Northern Australia Ministerial Forum, which is progressing a shared vision for liveable, safe, sustainable and healthy communities in the north, and the Northern Australia Indigenous Reference Group, which provides advice on maximising benefits and implementation outcomes for Indigenous Australians.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Policy | s22(1)(a)(ii) (Perth) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategy | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum secretariat
- Overseeing the Northern Australia Grants Programs (NAGP) the:
 - Northern Australia Development Program (NADP) and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committee submissions and report responses
- Cabinet coordination and input to the Minister's Cabinet briefs

- Senate Estimates and Question Time brief coord

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|-----------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| A/g Director, Operations | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +61 (2) s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.

- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Supporting the development of Northern Australia by working in partnership with states and territories

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Housing Support Branch

Northbourne 2E

The Housing Support Branch will be delivering the Housing Support Program, a \$500 million competitive funding program for local and state governments to kick start housing supply, in line with Housing Accord targets. Funding can be used for initiatives to help enable housing supply including connecting essential services, amenities to support new housing development or building planning capability.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Erin Cassie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | | |
| Director, Program and Admin Reporting | TBC | | |
| Director, Engagement | TBC | | |

[Unit Coordinator Contacts](#)

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EA to Lil Gordon (FAS), Tanya Koeneman (AS), Bek Hendriks (AS) |
| First Nations Partnerships Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | NB1E | Divisional Inbox |
| NET ZERO UNIT | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NB1E | EA to Ian Porter (FAS) |
| Unit Inbox | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | | Unit Inbox |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au s22(1)(a)(ii) @arts.gov.au s22(1)(a)(ii) @arts.gov.au s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Alex Wilson (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s22(1)(a)(ii) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

| | | | Position | | | | | | | |
|---|---------------------------------------|----------------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| RESEARCH, DATA & STRATEGY | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | | | AL5W | EA to Shona Rosengren (AS) + Justin lu(AS) |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | AL5W | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| FINANCE, BUDGET & GOVERNANCE | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | N5W | EA to Mike Hogan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | N2W | EA to Donna Tait (AS) |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| TBC | | | | | | | | | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO/CISO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Alex Clarke (AS/CDO) |
| LEGAL, FOI & PRIVACY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | • | • | • | | | N6W | EA to Chris Burke (FAS/Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/Chief Council) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | Remote | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | • | | • | | | | NISHI6 | EA to Steph Bourke (AS) |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6247 s22(1)(a)(ii) | | | • | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | | EA to Aaron O'Neill |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | Alinga3 | Ministerial Liaison Officer - Ministerial, Parliamentary + Cabinet Branch |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |

| | | | Position | | | | | | | |
|---|---|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) & A/g EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | • | • | | • | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Sarah Nattey |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| Louise Hawkins | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | • | • | • | • | • | | Senior Government Relations Officer |
| | parliamentary@amsa.gov.au | | | | | | | | | |
| Louise Hawkins | s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | |
| | | | | | | | | | | |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Jess's Group) | | | | | | | | | | |
| INFRASTRUCTURE GROUP ASSURANCE AND ADVISORY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NRN3 | Administration Officer |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| | | | • | | | • | • | | AL1W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Lok Potticary |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| ITID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Jennifer Stace (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to s22(1)(a)(ii) (A/G AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | * | | | * | NRN4 | EA to Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2W | EA to Anita Langford (FAS) |
| | | | • | | • | • | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | • | | AL2W | EO to Anita Langford (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2E | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | TBA | TBA | | | | | | | AL2W | EA to Susan Cattermole (AS) |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Melony Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | | | | Canberra | |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | | | | Sydney | |
| NATIONAL FASTER RAIL AGENCY | s47E(d) @nfra.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | s47E(d) @communications.gov.au | | • | | | | | | | |

| | | | Position | | | | | | | |
|------------------------------------|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| | | | | | | | | | | |
| COMMUNICATIONS INFRASTRUCTURE | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NISHI3 | EA to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | | | NISHI3 | EO to Lisa La Rance |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) t@communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | MELB | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | | NISHI3 | EA to Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for Regional Connectivity Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | MELB | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |

| | | | Position | | | | | | | |
|---|--|------------------------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | N3W | Division's coordination inbox |
| TBA | TBA | | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) and s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) TBA | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Joe Castellino (AS) + s22(1)(a)(ii) (A/g AS) |
| TBA | TBA | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | • | • | • | • | • | N2E | DSU Director & EO to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | | | | N2E | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |
| TERRITORIES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3E | EO to Sarah Vandebroek (FAS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

March 2024

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|--|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 7 |
| First Nations Partnerships | 7 |
| CREATIVE ECONOMY & THE ARTS GROUP | 8 |
| Office for the Arts..... | 8 |
| Arts Development & Investment Branch | 9 |
| Collections & Cultural Heritage Branch..... | 10 |
| Cultural Policy Strategy and Program Support Branch | 12 |
| Creative Industries Branch | 13 |
| First Nations Languages and Regional Arts Branch | 14 |
| Screen and Arts Workplaces Development Branch | 15 |
| CORPORATE GROUP | 17 |
| Data, Research , Strategy and Net Zero Division | 17 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR) | 18 |
| Data, Systems and Information Management Branch | 19 |
| Strategy, Economic Policy and Evaluation Branch | 20 |
| Net Zero Unit | 22 |
| Finance, Budget and Governance Division..... | 22 |
| Budget Engagement and Strategy Branch | 23 |
| Financial Management Branch | 25 |
| Assurance, Integrity, Risk and Governance Branch..... | 26 |
| IT Division | 29 |
| Digital Initiatives Branch | 30 |
| IT Services Branch | 31 |
| Legal, FOI and Privacy Division..... | 32 |
| Legal Services – Commercial | 32 |
| Legal Services – Public Law | 32 |
| People, Culture & Change Division..... | 34 |
| People Branch | 35 |
| Ministerial, Parliamentary & Cabinet Branch | 36 |
| Department Liaison Officers (DLOs)..... | 38 |
| Communication & Change Branch | 39 |
| Integrated Services Branch | 40 |
| TRANSPORT GROUP | 43 |
| Domestic Aviation & Reform Division | 43 |
| Domestic Policy and Programs Branch | 44 |
| Aviation White Paper Taskforce..... | 46 |
| Airports Branch | 47 |
| Airport Environment | 49 |
| International Aviation, Technology & Services Division | 50 |
| Safety & Future Technology Branch..... | 51 |
| International Aviation Branch | 53 |
| Western Sydney Airport Regulatory Policy Branch..... | 55 |
| Surface Transport Emissions and Policy Division | 56 |
| Land Transport Policy Branch..... | 57 |
| Maritime & Shipping Branch..... | 59 |
| Strategic Fleet Branch | 62 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 63 |

| | |
|--|------------|
| Reducing Surface Transport Emissions Branch | 66 |
| INFRASTRUCTURE GROUP..... | 68 |
| Infrastructure Group Assurance and Advisory Branch | 68 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 70 |
| Land Transport Infrastructure Division..... | 71 |
| Program, Policy & Budget Support Branch | 72 |
| Queensland, Northern Territory and Western Australia Branch | 73 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 74 |
| VIC, TAS & SA Branch | 76 |
| Infrastructure Investment Reform Branch..... | 77 |
| Report and Program Management (RPM) Taskforce | 78 |
| Alinga 1E..... | 78 |
| Commonwealth Infrastructure Projects Division | 79 |
| Strategy and Support Branch | 80 |
| Project Taskforce Branch | 81 |
| Rail Project Delivery Branch | 82 |
| Aviation and High Speed Rail Branch | 83 |
| Freight Terminals Branch | 85 |
| Road and Vehicle Safety Division | 87 |
| Vehicle Safety Policy & Partnerships Branch | 88 |
| Office of Road Safety Branch | 90 |
| Vehicle Safety Operations Branch..... | 92 |
| Targeted Infrastructure Programs Branch | 94 |
| COMMUNICATIONS & MEDIA GROUP | 95 |
| Online Safety, Media & Platforms Division..... | 95 |
| Classification Branch | 96 |
| Media Industry & Sustainability Branch..... | 97 |
| Online Safety Branch..... | 99 |
| Platforms and News Branch | 101 |
| Media Reform Branch | 103 |
| Communications Infrastructure Division | 104 |
| Broadband and Emerging Communications Branch | 105 |
| Competition and Spectrum Branch..... | 107 |
| Telecommunications Resilience Branch..... | 110 |
| Digital Inclusion and Deployment Branch..... | 112 |
| Universal Services Branch | 114 |
| Communications Services & Consumer Division | 117 |
| Regional Connectivity Branch | 118 |
| Regional Mobile Infrastructure Programs Branch | 120 |
| Post, International Telecommunications & ACMA Branch | 122 |
| Consumer Safeguards Branch | 124 |
| REGIONAL, CITIES & TERRITORIES GROUP | 127 |
| Regional Development and Local Government Division | 127 |
| Regional Policy Branch | 128 |
| Local Government, Regional Intelligence and Data Branch | 129 |
| Major Projects and Governance Branch | 130 |
| Regional Programs Branch | 131 |
| Territories Division | 132 |
| Indian Ocean Territories Branch | 133 |
| Mainland Territories Branch | 135 |
| Norfolk Island Branch..... | 138 |
| Partnerships and Projects Division..... | 140 |

| | |
|---|-----|
| Cities and Suburbs Unit | 141 |
| City & Regional Partnerships Branch | 142 |
| Office of Northern Australia..... | 143 |
| Northern Australia Investments and Projects Branch..... | 144 |
| Housing Support Branch | 146 |
| UNIT COORDINATOR CONTACTS..... | 147 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|--|--|--------------------------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | TBA | | |
| - s22(1)(a)(ii) | Admin Support (Grad) | | |
| Chief Operating Officer | Maree Bridger Jeff Goedecke A/g COO (26 Feb – 15 March) | 6274 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | Richard Windeyer | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|----------------------------------|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Tanya Koeneman (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Bek Hendriks | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Investment in the arts through Creative Australia funding
- Management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust
- Administration of the Expression of Interest Register for positions on arts boards, council and committees

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jesse Fatnowna | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Artbank | s22(1)(a)(ii) | 02 9697 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, arts and tourism policy, cultural infrastructure related matters, and multicultural arts matters.

| | | | |
|--|------------------|--------------------|---------------|
| Assistant Secretary | Jake Budd | TBC | TBC |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Multicultural arts related matters
- Local Government arts related matters
- Review of the Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Creative Industries Youth Advisory Group
- Arts workforce policy
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Data, Research, Strategy and Net Zero Division

Levels G, 5 & 6W Alinga, and Levels 1E and 2W Northbourne

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|-------------------|---------------------------|---------------|
| First Assistant Secretary | Ian Porter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Head of Bureau | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, including outcome indicators for the National Road Safety Strategy. Establishing and maintaining an Intergovernmental Road Safety Data Sharing Agreement, and a new National Road Safety Data Hub website.
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W, G, and NB2W

The Data, Systems and Information Management Branch combines data strategy and policy, the Data Hubs (National Freight and Regional), Geospatial Services and Records Integrity Program and Management.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bieich | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions
- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs.

| | | | |
|---|--------------------------------|--|--------------------------------|
| Assistant Secretary | Justin lu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| A/g Director, Policy Projects Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department.
- Support the Department's evidence base for policy thinking, including by conducting economic analysis.
- Support areas of the department to conduct best practice evaluations of policies and programs.

Net Zero Unit

NB 2E

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|--------------------------------|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

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Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Budget and Governance Division provides high quality systems, support and advice to the Department's divisions, the Executive and the Ministers. The division is responsible for providing specialist financial management services, delivering the external and internal budgets, providing technical accounting advice, specialist advice on financial operations, grants policy, procurement and contract management advisory services, SAP services and preparation of monthly and annual financial statements as well as taking lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements. The Division also manages departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Budget Engagement and Strategy Branch is responsible for providing specialist financial management services, developing external and internal budgets, strategic financial management on matters such as budgeting, forecasting, average staffing levels (ASL), costing and reporting for Groups and Divisions under the Finance Business Partnership Model.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Mike Hogben | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Portfolio Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Budget Strategy & Portfolio Engagement

- Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals and seeking Constitutional and Legislative Risk Assessments
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing advice on Budget policy and processes
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings
- Coordinating portfolio agency input into the Commonwealth budget process
- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

External Budgets

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns

- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.

Internal Budgets and Finance Business Partners COO Group

- Management of the internal budget framework and processes for both operating and capital
- Development of internal budget allocations for current and forward years
- Prepare monthly management report to the Operations Committee
- Prepare monthly finance reports to the Executive and Division/Branch Heads
- Provide support and advice to COO Group Divisions to assist them to analyse their current budget positions and identify emerging funding pressures or underspends that may be redirected to meet departmental priorities
- Providing support and advice to COO Group divisions in relation to their internal budgets, forecasting and reporting requirements.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
 - Develop divisional budgets including supplier and staffing assumptions
 - Develop monthly financial forecasts, both operating, capital and staffing
 - Track divisional ASL movements and recruitment activity
 - Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
 - Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
 - Enter monthly financial accruals and including supporting documentation
 - Prepare budget and staff transfer documentation to give effect to organisational restructures
 - Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
 - Provide advice on financial services and processes including credit cards, procurement, travel, official hospitality and delegations
 - Contribute towards business and operational planning
 - Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Financial Management Branch provides specialist advice on financial operations, grants policy, procurement and contract management advisory services and SAP services. the branch is also designing a new user centric service for the department.

| | | | |
|---|---------------|--------------------|---------------|
| Assistant Secretary | Jodi George | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Financial Accounting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Procurement & Financial Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Financial Operations

- Development and implementation of financial framework, procurement and grants policy, guidance and advice
- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- Performing the above functions (excluding National Partnership payments) for the National Easter Rail Agency and North Queensland Water Infrastructure Authority.

Procurement and Financial Governance

- providing complex and non-complex procurement advice and support to divisions, delegates, executive and portfolio agencies
- developing and maintaining procurement guidance and templates, in line with the Public Governance Performance and Accountability Act and Commonwealth Procurement Rules
- developing and running procurement and contract management training for the department's staff and executive
- undertaking statutory procurement reporting for the portfolio

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Donna Tait | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Integrity Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| Director, Risk | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | N/A |
| Director, Performance Reporting | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | TBC | TBC | TBC |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Digital Initiatives Branch

Northbourne 1W

| | | | | |
|--|--------------------|-------------|---------------|---------------|
| Chief Digital Officer | Alex Clarke | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy, Governance & Change | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum benefit to the Department
- Defining the IT Governance and Committee Framework
- Managing the Information and Communication Technology and Property Committee, IT Consultative Committee, and IT Project Governance Board
- Developing change and communication strategies and artefacts for IT projects and activities, with a focus on end users and adoption

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology & Chief Information Security Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

IT Front Door & Architecture

- Development and maintenance of the Information Technology Strategy and Information Technology Investment Plans
- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department via the IT Architecture Board
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Legal, FOI and Privacy Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | | |
|-------------------------------|--------------------------------|---------------------|---------------|---------------|
| Chief Counsel | Chris (Christine) Burke | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | | |
|---|--------------------|---------------------|---------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Seconded) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | | |
|---|---------------------------|---------------------|---------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:

- Administrative Law (e.g. advice on lawful decision making)
- Commonwealth Ombudsman matters
- Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
- Construction
- Employment/Industrial Relations (advice/proceedings)
- FOI
- Grants
- Intellectual Property
- IT/Data Sharing
- Legal claims and civil liability risk (advice)
- Legal training
- Legislative instrument drafting (non-tied)**
- Litigation/Disputes/AAT (proceedings)
- Major Projects
- OAIC matters
- Privacy
- Procurement
- Public Interest Disclosures (PIDs)
- Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
- Real Property
- Statutory interpretation (advice on the meaning of legislation)
- Other Commercial
- Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.

People, Culture & Change Division

Nishi Level 6

The Division delivers four key functional areas: **People** through strategic support for employees, managers and department on workforce and staffing matters. **Communication and Change** through media management, campaigns and strategic communications engagement. **Transformation** through business improvements, project support and property management. And finally supporting our ministers and the department with **Ministerial, Parliamentary and Cabinet** services. Our goal is to deliver high quality products and services to our internal and external stakeholders, developing strategies and initiatives collaboratively and delivering the outcomes our stakeholders need.

| | | | |
|---|------------------------|---------------------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas relating to human resources including attraction, retention and recruitment of all personnel, capability development including centrally funded learning opportunities, performance and conduct matters, workforce planning, workforce analytics, pay and employee conditions, workplace relations, work health and safety, case management and early intervention for injured/unwell employees, management of the department's employee assistance program and diversity, equity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Diversity, Equity and Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing and resilient workforce, including talent and succession management, and strategic attraction and sourcing
- Capability development initiatives including leadership development programs; coaching and mentoring programs, entry level programs, cultural and diversity inclusive programs, resilience and communication skills, policy, regulation and other core skills, and the digital literacy development program
- Human resource services including payroll, employee terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedures
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Strategic workforce management, analysis and planning including working with managers and staff to plan for current and future workforce needs
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and better practice
- Building a culture of strong engagement, through the Employee Census and our rewards and recognition process. Implementing whole of APS reforms, future of work and legislative changes, including leading flexible working initiatives
- Providing stewardship of APS values; work level standards; employment conditions; diversity and inclusion
- Providing and supporting early intervention and case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management, development and implementation of the Department's Diversity, Equity and Inclusivity agenda.

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W + 6W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | | |
|--|-----------------|------|---------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on call | 6274 | s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence.
- Provide advice and guidance on Parliamentary processes.
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package).
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice.
- Recruitment and management of the Departmental Liaison Officers.
- Management and coordination of ministerial international travel for our Portfolio Ministers.
- Providing Legislation Liaison Officer services and supporting the Government's legislation program.
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.).
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for department users.

Cabinet & Government-Wide Initiatives and Reporting:

- Day-to-day handling of the portfolio's Cabinet business.
- Manage the portfolio's Cabinet documents and information.
- Coordinate the circulation of Cabinet documents to policy areas for action and response.
- Provide Cabinet briefing packs for Ministers and Senior Executive.
- Provide advice and support to department staff on processes, preparation and timings of Cabinet documents, responses and briefing.
- Distribute international correspondence (DFAT cables) to departmental staff.
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions.
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings.

- Produces whole-of-department reporting, for both internal and external audiences, on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of government-wide priorities, including supporting Senior Executive on Inter-Departmental Fora.
- Promote best practice regulation; prepare reports on the department's regulatory responsibilities; ; and work externally to support the Government's Regulatory Reform Agenda.
- Deliver collaborative and informed policy advice on multilateral and international engagement issues requiring whole-of-department perspective.
- Facilitating international work on behalf of the department as the first point of contact.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|----------------------------------|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | mobile: s22(1)(a)(ii) mobile: s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | mobile: s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA | | |
| Director, Executive and Change Communication | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Future Workplaces Canberra Project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBA | | | |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Design | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Future Workplaces (Canberra) Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the department
- Develop a standardised and scalable approach to project management across the department
- Development and implementation of the Project Management Framework, project management tools and artefacts for use by projects across the department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and departmental Executive
- Provide monthly project analysis and strategic advice to the Enabling Committee and other governing bodies
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison network officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The H2R Project Phase 2 will improve processes, delivery and user experience across the end-to-end employee lifecycle. This includes recruitment, onboard, staff move and offboard stages. Short term deliverables are set for FY 2023-24, across 3 workstreams. This will enable Phase 3 pending investment and technology. The project is using a service design approach, agile lite methodology and supported by a multidisciplinary team.
- For short term deliverables (FY23-24), the project will:
- Deliver recruitment and onboarding business improvements addressing pain points from Phase 1 & recruitment review recommendations without a technology dependency.
- Develop process maps, measurable services standards, T&Cs and service level agreements for recruitment and onboarding that are published and communicated.
- Develop business requirements, future state journey maps for recruitment, onboard, staff move and offboard stages, and H2R capability development to inform short- and long-term IT roadmaps. NB: Work completed in workstream 3 will enable workstream 2 throughout FY 2024-2025 and FY 2025-2026.
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-

Business Services Engagement

- Delivers the Integrated Services Engagement service offer to help improve the way Corporate Services and the Divisional Support Network (DSN) engage, including:
 - Facilitate improvements to how Corporate and Divisional Support service offers are defined, providing greater clarity, and access to, this information for staff;
 - Manage and run the Divisional Support Forum, ensuring it provides a dynamic and useful departmental forum for Corporate services and the DSN to connect, engage and share information with each other;
 - Manage the department's Corporate Coordination Calendar, including monitoring and evaluation activities ensuring it remains relevant and user-friendly for staff; and
 - Facilitate the design and process improvements of Corporate coordination requests sent by Corporate service teams to the DSN.

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions and alarms with partners including guards
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
 - Responsible for identifying, advising, and minimising personnel and physical security risks.

Future Workplaces (Canberra) Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)

- Staff engagement, consultation and change management to support new ways of working
- Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
- Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic Aviation Economic Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- Business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division.
- Advice to Government on domestic aviation issues, including: competition, how the how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Brendon Buckley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/ | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports, Workforce & International | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|--|--|--------------------------------|
| A/g Assistant Secretary | Megan Thomas (§22(1)(a)(ii) acting 11-18 March) | 6136 §22(1)(a)(ii) 6136 §22(1)(a)(ii) | §22(1)(a)(ii) §22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | N/A |
| A/g Director, QLD/NT Airports and Airport Building Control | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | N/A |
| Director, Airports Law Design | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | §22(1)(a)(ii) | 6136 §22(1)(a)(ii) | §22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.
- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Tori Wright | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/ | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunseting review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Richard Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:

- the development of Australia's Uncrewed Traffic Management (UTM) system
- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- Strategic international aviation policy advice on the international aviation industry and regional and global issues
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Assessing airport proposals to introduce new international services under the framework for the provision of border services at new and redeveloping international airports
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|--------------------|---------------|
| Assistant Secretary | David Jansen | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|-------------------|--------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle Road Market Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle National Law Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
 - Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
 - Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.
- ### Freight and Supply Chain Strategy
- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
 - Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;

- Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Regulation and Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Trade and Digital | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legislation and Safety | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regulation and Programs

- Regulate international liner shipping services to Australia for the benefit of Australian shippers
 - Administer *Part X of the Competition and Consumer Act 2010*
 - Engage with peak shipper bodies, shipping industry and other interested parties, and government agencies, including Treasury and the ACCC
- Regulate shipping tax incentives to promote Australian shipping and development of maritime skills
 - Administer the *Shipping Reform (Tax Incentive) Act 2012*
 - Manage the MOU on data exchange with the ATO
 - Collaborate with the ATO on shipping tax incentives matters
 - Engage with shipping industry and government agencies including Treasury
- Regulate coastal shipping with the Shipping Business Unit as the primary point of contact
 - Administer the *Coastal Trading (Revitalising Australian Shipping) Act 2012* and the *Coastal Trading (Revitalising Australian Shipping) Regulation 2012*
 - Manage the operation and resourcing of the Shipping Business Unit to ensure it meets its service charter.
 - Engage with commercial shipping industry who engage in coastal trading, maritime unions and other interested parties, and government agencies.
- Manage the Tasmanian Freight Equalisation Scheme and the Bass Strait Passenger Vehicle Equalisation Scheme
 - Manage the relationship with Services Australia through a Statement of Intent and Services Schedule for effective delivery of the two programs.
 - Engage with Tasmanian business and other interested parties, the Tasmanian government and other government agencies
 - Develop policy and costing/budget proposals as required.
 - Collaborate with BITRE on data reporting and management, and program monitoring.

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Trade and Digital

- Deliver Maritime Single Window FPBC to Budget
 - Reach outcome for MSW project at Budget 2024-25
- Manage Maritime Single Window project and work to second pass
 - Undertake procurement
 - Establish MSW scope of work
 - Stakeholder engagement and secretariat
 - Deliver SPBC
 - Work with ABF, DAFF, AMSA
- Maritime trade policy
 - Free Trade Agreements
 - IPEF
 - APEC
 - ASEAN
 - Green and Digital Shipping Corridors
 - Inter-governmental working groups: Trade Technology Working Group
 - Input into supply chain and MERNAP regarding maritime digital policy
- FAL Convention
 - Manage amendments
 - Manage FAL Committee responsibilities
 - Expert Group Data Harmonization responsibilities
 - IHO relationship management
- STS Taskforce and Trade Single Window
 - Act as liaison and representative to STS Taskforce
- Maritime Cyber Security
 - Home Affairs and ports engagement
 - MSW cyber responsibilities
- Carriage of Goods at Sea legislation
 - Finalise review of GoGSA amendments
 - Norfolk Island Carriage of Goods at Sea engagement

Legislation and Safety

- Management of maritime legislative and regulatory agenda
 - Central maritime point of contact, including oversight and coordination of all maritime legislative amendments, working closely with the Operations Policy Section, the Regulation and Programs Section, and AMSA to develop proposed amendments.
 - Work with AMSA to develop and implement maritime safety policy for international shipping
- AMSA Governance and oversight
 - AMSA liaison, policy oversight and governance arrangements under the *AMSA Act 1990*, including:
 - *AMSA board appointments*
 - *AMSA Statement of Expectations*
 - Manage cost recovery legislation for AMSA's international and domestic functions
- International Maritime Organization (IMO)
 - IMO engagement strategy
 - Progress and assess international maritime agreements, treaties and conventions on safety matters
 - IMO Conventions
- IMO Member State Audit Scheme (IMSAS)
 - Implementation of actions coming out of the IMO MSAS, including:
 - Establishment of a National Maritime Steering Committee, including the development of a National Maritime Strategy
- Domestic Commercial Vessels – Safety Implementation
 - Implementation of outcomes following the Review into Domestic Commercial Vessels (DCVs)

Policy and Strategy

- Deliver Maritime Strategy
 - Develop the Commonwealth narrative of maritime and shipping
 - Align with whole of government strategies such as the National Freight and Supply Chain Strategy
- Maritime Operations and ports policy
 - Monitor issues that impact ports operations such as biosecurity, security, incidents, industrial action
 - Contribute to supply chain agenda from a maritime perspective
 - Seafarer welfare support including liaison with FWO and DEWR on industrial relations and workers insurance
 - Primary contact with Ports Australia for Working Groups
- Supporting offshore maritime policy development
 - Advice on offshore renewable zones for wind
 - Guidance on Oil and Gas decommissioning including disposal of the Northern Endeavour
 - Manage relationships with DCEEW and DISR
- Ports development
 - Administer the New and Redeveloping Ports framework for sea ports
 - Identify the pipeline of sea port projects that with impact border agencies future budget position
 - Continue to manage the Ports Reference Group within DITRDCA
 - Consider framework in line with aviation review from an airport perspective
- Shipping Policy
 - Coastal Trading Act policy responsible
 - Coordination point in Maritime and Shipping for the review of the Coastal Trading and Shipping Register Acts in support of the Strategic Fleet implementation
- Implement revised National Plan for Maritime Environmental Emergencies
 - Facilitate consideration through ITSOG and ITMM
 - Consider existing mechanisms such as National Coordination Mechanism and the Australian Government Crisis Management Framework

Strategic Fleet

Alinga 3W

The Strategic Fleet Branch provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Strategic Fleet Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

| | | | |
|---|-------------------------------------|---------------------------|---------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.
- The team's functions also include coordinating the Departments engagement in work, particularly by Austroads, in relation registration and licensing issues and overseeing the governance and corporate operations of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework

- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies, particularly in relation to connected vehicles. The team works closely with the states and territories to support national consistency in technology investments and rollouts, with a focus on the development and implementation of:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy and 2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading the broad elements of stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting

(ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.

- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the New Vehicle Efficiency Standard(NVES).
- Leads on relationships for IT development to implement the NVES.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality; emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Meagher | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | N/A | N/A | N/A |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Unit Coordinator Contacts

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|--|----------------------|-------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDCA, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review Workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Program, Policy & Budget Support Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Simon Milnes | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|---|---------------------|--------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL), SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Infrastructure Investment Reform Branch

Alinga 1W

The Branch has responsibility for:

- Implementation of the Infrastructure Investment Pipeline reform agenda
- Strategic advice on the Government's future infrastructure investment
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Toby Robinson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, IIRB | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National agreement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Infrastructure Investment Reform

- Strategic engagement – secretariat support for Infrastructure Investment Reform Interdepartmental Committee and Infrastructure Investment Reform Steering Committee
- Advise on reform implementation

National agreement policy section

- Responsible for negotiations of new FFA and development of NoA
- Land transport infrastructure governance working group

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------|---------------------------|---------------|
| First Assistant Secretary | Greg Cox | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.
- ., **Culture and Corporate Support**
- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours

Project Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|---------------------------|---------------|
| Assistant Secretary | Joanna Piva | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | David Muldoon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Commonwealth Projects Branch

Narellan Level 4

The responsibilities of the branch is TBC

| | | | |
|----------------------------|------------------|---------------------------|---------------|
| Assistant Secretary | Jen Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

TBC

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & L3 Narellan

The Road and Vehicle Safety Division has a number of roles and functions to deliver and support policy, regulations and programs to ensure safety on Australian roads. The Division also leads engagement with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|-----------------------|---------------------------|---------------|
| First Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | | |
|---|------------------------|-------------|---------------|---------------|
| Assistant Secretary | Melissa Cashman | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development, maintenance and review of new and existing Australian Design Rules (ADRs)
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the ADRs
- Contributing to the alignment of the ADRs with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the ADRs
- Lead the vehicle safety component of the National Road Safety Strategy (NRSS).

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership and co-ordination to improve road safety outcomes while working towards the goal of zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy and the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Sue Cattermole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (i.e. ANCAP and Austroads).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program (Amy Gillett Foundation)
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Significant Procurement of road safety data and research, campaigns and training
- Grant and program evaluations

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which sets nationally consistent performance-based standards that road vehicles must comply with before entering the Australian market.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. It regulates the supply of used vehicles to the Australian market, prohibits importation of non-compliant road vehicles, establishes a Register of Approved Vehicles and administers a framework for recalling unsafe road vehicles and approved road vehicle components.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Melony Czajor | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | |
|--------------------------------------|---------------|---------------------------|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy

Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program
- Public Interest Journalism Initiative (PIJI)
- Local and Independent News Association (LINA)

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Irwin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - Basic Online Safety Expectations and industry codes
 - Online Content Scheme including illegal and harmful online content including pornography
 - Secretariat support for the statutory review of the *Online Safety Act 2021*
- Research into online safety issues
- Policy oversight of the Office of the eSafety Commissioner.

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government's response to the Age Verification Roadmap)
- Implementing the Australian Government's 'Safe kids are eSmart Kids' election commitment (rolling out the Alannah and Madeline Foundation's media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women's online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

| | | | |
|--|--|-------------------------------|------------------------------------|
| Assistant Secretary | Andrew Hyles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Acting until May 2024) s22(1)(a)(ii) (Mon-Wed) | N/A 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify opportunities, risks, harms and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics that balance innovation and investment against the risk of individual or societal harm
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Government reforms related to online scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state

of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|---|---|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinator | s22(1)(a)(ii) (Mon – Wed) s47E(d) @infrastructure.gov.au | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Emerging Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- 5G Innovation Initiative (now concluded).
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEOSat Working Group.
- Conducts policy development through consultation and engagement with industry and international stakeholders on LEOSat capability.

- Monitors and provides policy advice on emerging telecommunications technologies, including 5G, 6G, Open RAN and the Internet of Things (IoT).
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.
- Works with Home Affairs on the Australian Japan Policy Dialogue on Telecommunications Resilience with a focus on emerging technologies.

Correspondence responsibilities:

- Policy matters relating to the NBN.
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.
- *Policy positions on emerging communications technologies like 6G and Low Earth Orbit Satellites as they relate to telecommunications.*

This Branch **does not handle the following issues:**

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.
- Domestic licencing arrangements and conditions under the *Radiocommunications Act 1992* including relating to amateur radio.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)
- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
- Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Broadband and Emerging Communications Branch)
- Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Digital Inclusion and Deployment Branch)
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
- Retail competition on the NBN (Broadband and Emerging Communications Branch)
- Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
- Integrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
- '000' and '112' emergency calling issues (Consumer Safeguards Branch)
- Broadcasting licences, including commercial and subscription television and radio services (Media Industry and Sustainability Branch)

Radio and TV reception issues in metropolitan areas (Media Industry and Sustainability Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch leads policy and program delivery to strengthen the security and resilience of the telecommunications sector against natural disasters, security threats, and other hazards.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Temporary Disaster Roaming Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinating departmental engagement on cyber security policy issues
- Representing the department in the Electronic Surveillance Reforms Taskforce of the Attorney-General's Department
- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the department's Cyber, Security and Resilience (CeSAR) community of practice.
- Managing telecommunications security elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)

Telecommunications Disaster Resilience

- Telecommunications resilience measures including the following elements of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and

- Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - National Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruption Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data

Temporary Disaster Roaming Taskforce

- Working with NEMA, scoping a temporary disaster mobile roaming capability, with advice to be provided to government by March 2024.

This Branch **does not** handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural hazards or security risks i.e. planned or BAU outages
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Mobile Infrastructure Programs Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry and Sustainability Branch).
- Most issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch)
- Mobile roaming issues not related to emergencies (Competition and Spectrum Branch)

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | | |
|---|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Jason Ashurst | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice and legislative reform or changes to the carriers' powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities
- The Science of Safe Connection communication program (about EME)

- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

**** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us**

**** If purple and Fixed Wireless it belongs with Broadband Policy Branch**

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Niccole Power | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Regional Connectivity Planning and Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Communications Programs & Governance (Ministers' Roundtable, VAST, On-Farm Connectivity Program, IT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East QLD Deal | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such as Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).

Regional broadcasting

- Viewer Access Satellite Television (VAST) Program
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial free-to-air television services in the electorates of Stroud & Shortland

On Farm Connectivity Program (OFCP)

- Design and development of the \$30 million On Farm Connectivity Program, including management of Expression of Interest process to identify approved supplier, design of program guidelines and program evaluation
- Oversee procurement with the National Farmers' Federation, via the Regional Tech Hub, to support implementation of Round 1 of the Program

- Ongoing monitoring of expenditure/take-up of the program, including supporting Business Grant Hub's administration and management of grant funding

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Oversees the Regional Connectivity Ministers' Roundtable and associated Senior Officials Committee, including managing the delivery of outcomes and action items from the Roundtable
- Prepare monthly updates on the status of the regional connectivity program.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary – Regional Mobile Infrastructure Programs | Karly Pidgeon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Regional Communities (Mobile Black Spots Program Round 7, Peri-Urban Mobile Program Round 2) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Mobile Programs Implementation (Mobile Black Spots Program: Rounds 1 to 6, Peri-Urban Mobile Program: Round 1 (Stage 1 & 2) and Mobile Network Hardening Program: Round 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Mobile Coverage – Roads (Regional Roads Australia Mobile Program , Mobile Network Hardening Program Round 2, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, in regional and peri-urban areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program (Round 1-7, including the Improving Mobile Coverage Round)

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?
- Status of unsuccessful locations under the Improving Mobile Coverage Round, including Mangrove Mountain and Major Creeks.

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

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- Manage the Mobile Network Hardening Program, including design and delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and deliver the Regional Roads Australia Mobil Program, which provides grant funding to increase mobile coverage on major highways and roads, with a strong focus on multi-carrier coverage.
- Delivery of the \$50m pilot programs with State and Territory Governments to test new and innovative solutions to improve mobile coverage on regional roads.

Regional Backbone Blackspots Program

- Manage the Regional Backbone Blackspots Program (RBBP), including the contract for operations and maintenance, and use by government agencies and private sector organisations.

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Questions relating to the delivery of the Government's election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

This Branch **does not** handle the following issues:

- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- ADSL and landline (Universal Services Branch)
- Mobile coverage in major urban areas (Digital Inclusion & Deployment Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (Universal Services Branch)
- Alternative Voice Services Trials (Universal Services Branch).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero and the Optus Outage Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

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REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Jervis Bay & Darwin)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBC | |
| Executive Officer | s22(1)(a)(ii) | TBC | TBC |

[Unit Coordinator Contacts](#)

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Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Local Government | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RDA Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | TBC | | |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration – engagementevents@infrastructure.gov.au

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

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Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-------------------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Development | s22(1)(a)(ii) (Mon – Thur) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP and Director National Parks MOU's
- Management of PRL mine leases
- Management of Commonwealth owned buildings.
- Shared management (IOT Contracts) of Pensioner and Student Subsidised Travel Schemes

IOT Contracts (Perth)

- Management of contracts for IOT air services, ports and airports.
- IOT Fisheries management
- Shared Management (with IOT Government Arrangements) of Pensioner and Student Subsidised Travel Schemes

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support

- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Jo Neuling | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|---------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Norfolk Island Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer and Director Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National

Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Reporting & Coordination | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research & Evaluation | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- Place based
- urban and regional Precincts and Partnerships Program
- State of the Cities report
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|------------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart and Launceston | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Albury Wodonga & Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct
- Upgrade to UTAS Stadium Launceston

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The sustainable and resilient economic development of Northern Australia is a key Government commitment. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. The branch also provides secretariat support for the Northern Australia Ministerial Forum, which is progressing a shared vision for liveable, safe, sustainable and healthy communities in the north, and the Northern Australia Indigenous Reference Group, which provides advice on maximising benefits and implementation outcomes for Indigenous Australians.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | | s22(1)(a)(ii) |
| A/g Director, Strategy | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum secretariat
- Overseeing the Northern Australia Grants Programs (NAGP) the:
 - Northern Australia Development Program (NADP) and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committee submissions and report responses
- Cabinet coordination and input to the Minister's Cabinet briefs
- Senate Estimates and Question Time brief coord

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|-----------------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Operations | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +61 (2) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.
- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit**Supporting the development of Northern Australia by working in partnership with states and territories**

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Housing Support Branch

Northbourne 1E

The Housing Support Branch delivers the Housing Support Program, a \$500 million competitive funding program for local and state governments to kick start housing supply, in line with Housing Accord targets. Funding can be used for initiatives to help enable housing supply including connecting essential services, amenities to support new housing development or building planning capability.

The program is competitive and merit based (but not a grant) and delivered through Federation Funding Agreements. State, territory and local governments are able to receive funding.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Erin Cassie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Program and Admin Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | TBC | | |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Program and Admin Reporting

- Assessing and recommending applications for funding.
- Oversight of funded projects.
- Ongoing evaluation and reporting.
- Payments to projects.

Engagement

- Engagement with the housing and infrastructure sectors.
- Liaison with program participants.
- Program design.

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|--|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| | | | | | | | | | | |
| First Nations Partnerships Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | NB1E | Divisional Inbox |
| | | | | | | | | | | |
| | | | | | | | | | | |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS inbox | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NISHI4 | A/g EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Jake Budd (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s47E(d) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |

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| | | | Position | | | | | | | |
|---|---------------------------------------|----------------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| Data, Research , Strategy and Net Zero Division | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL5W | EA to Ian Porter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | | | AL5W | EA to s22(1)(a)(ii) (a/g AS) + Justin lu (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | AL5W | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| Net Zero Unit Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | | Net Zero Unit Inbox |
| FINANCE, BUDGET & GOVERNANCE | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5W | EA to Mike Hogan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5E | EA to Jodi George (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N2W | EA to Donna Tait (AS) |
| INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| TBC | | | | | | | | | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO/CISO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Alex Clarke (AS/CDO) |
| LEGAL, FOI & PRIVACY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | • | • | • | | | N6W | EA to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | Remote | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | • | | NISHI6 | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | • | NISHI6 | EA to Rachel Houghton (FAS), EA to Kylie Donovan (AS) & EA to Sonia Bradley (AS) |
| TBC | | | | | | | | | NISHI5 | EA to Susan Charles (AS) |
| TBC | | | | | • | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | AL3W | EA to Aaron O'Neill |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL3W | Ministerial Liaison Officer - Ministerial, Parliamentary + Cabinet Branch |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) & A/g EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Sarah Nattey |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL5E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au parliamentary@amsa.gov.au | | | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 02 9236 s22(1)(a)(ii) | | | | | | | | CEO EA |
| INFRASTRUCTURE GROUP (Jess's Group) | | | | | | | | | | |
| INFRASTRUCTURE GROUP ASSURANCE AND ADVISORY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NRN3 | Administration Officer |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Simon Milnes (AS) and Toby Robinson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Lok Potticary |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Lachlan Wood (AS) |

| | | | Position | | | | | | | |
|--|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| LTID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Jennifer Stace (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to s22(1)(a)(ii) (A/G AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | * | | | * | NRN4 | EA to Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2W | EA to Anita Langford (FAS) |
| | | | • | | • | • | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | • | | AL2W | EO to Anita Langford (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2E | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | AL2W | EA to Sue Cattermole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Melony Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | | | | Canberra | |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | | | | Sydney | |
| NATIONAL FASTER RAIL AGENCY | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Richard's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) + s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| | | | | | | | | | | |
| COMMUNICATIONS INFRASTRUCTURE | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |

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| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NISHI3 | EA to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | | | NISHI3 | EO to Lisa La Rance |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | MELB | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | | NISHI3 | EA to Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for Regional Connectivity Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | MELB | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | N3W | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Joe Castellino (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |

| | | | Position | | | | | | | |
|--|--------------------------------------|------------------------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | DSU Director & EO to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | | | | N2E | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N1E | EA to Erin Cassie (AS) |
| TERRITORIES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3E | EO to Sarah Vandebroek (FAS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) / s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

APRIL 2024

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|--|-----------|
| EXECUTIVE..... | 5 |
| FIRST NATIONS PARTNERSHIPS..... | 6 |
| First Nations Partnerships | 6 |
| CREATIVE ECONOMY & THE ARTS GROUP | 7 |
| Office for the Arts..... | 7 |
| Arts Development & Investment Branch | 8 |
| Collections & Cultural Heritage Branch..... | 9 |
| Cultural Policy Strategy and Program Support Branch | 11 |
| Creative Industries Branch | 12 |
| First Nations Languages and Regional Arts Branch | 13 |
| Screen and Arts Workplaces Development Branch | 14 |
| CORPORATE GROUP | 16 |
| Data, Research , Strategy and Net Zero Division | 16 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR) | 17 |
| Data, Systems and Information Management Branch | 18 |
| Strategy, Economic Policy and Evaluation Branch | 19 |
| Net Zero Unit | 22 |
| Finance, Budget and Governance Division..... | 21 |
| Budget Engagement and Strategy Branch | 22 |
| Financial Management Branch | 24 |
| Assurance, Integrity, Risk and Governance Branch..... | 25 |
| IT Division | 27 |
| Digital Initiatives Branch | 28 |
| IT Services Branch | 29 |
| Legal, FOI and Privacy Division..... | 30 |
| Legal Services – Commercial | 30 |
| Legal Services – Public Law | 30 |
| People, Culture & Change Division..... | 32 |
| People Branch | 33 |
| Ministerial, Parliamentary & Cabinet Branch | 35 |
| Department Liaison Officers (DLOs)..... | 37 |
| Communication & Change Branch | 38 |
| Integrated Services Branch | 39 |
| TRANSPORT GROUP | 42 |
| Domestic Aviation & Reform Division | 42 |
| Domestic Policy and Programs Branch | 43 |
| Aviation White Paper Taskforce..... | 45 |
| Airports Branch | 46 |
| Airport Environment | 48 |
| International Aviation, Technology & Services Division | 49 |
| Safety & Future Technology Branch..... | 50 |
| International Aviation Branch | 52 |
| Western Sydney Airport Regulatory Policy Branch..... | 54 |
| Surface Transport Emissions and Policy Division | 55 |
| Land Transport Policy Branch..... | 56 |
| Maritime & Shipping Branch..... | 58 |
| Strategic Fleet Branch | 61 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 62 |

| | |
|--|------------|
| Reducing Surface Transport Emissions Branch | 65 |
| INFRASTRUCTURE GROUP..... | 67 |
| Infrastructure Group Assurance and Advisory Branch | 67 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 69 |
| Land Transport Infrastructure Division..... | 70 |
| Program, Policy & Budget Support Branch | 71 |
| Queensland, Northern Territory and Western Australia Branch | 72 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 73 |
| VIC, TAS & SA Branch | 75 |
| Infrastructure Investment Reform Branch..... | 76 |
| Report and Program Management (RPM) Taskforce | 77 |
| Alinga 1E..... | 77 |
| Commonwealth Infrastructure Projects Division | 78 |
| Strategy and Support Branch | 79 |
| Project Taskforce Branch | 80 |
| Rail Project Delivery Branch | 81 |
| Aviation and High Speed Rail Branch | 82 |
| Freight Terminals Branch | 84 |
| Road and Vehicle Safety Division | 86 |
| Vehicle Safety Policy & Partnerships Branch | 87 |
| Office of Road Safety Branch | 89 |
| Vehicle Safety Operations Branch..... | 91 |
| Targeted Infrastructure Programs Branch | 93 |
| COMMUNICATIONS & MEDIA GROUP | 94 |
| Online Safety, Media & Platforms Division..... | 94 |
| Classification Branch | 95 |
| Media Industry & Sustainability Branch..... | 96 |
| Online Safety Branch..... | 98 |
| Platforms and News Branch | 100 |
| Media Reform Branch | 102 |
| Communications Infrastructure Division | 103 |
| Broadband and Emerging Communications Branch | 104 |
| Competition and Spectrum Branch..... | 106 |
| Telecommunications Resilience Branch..... | 109 |
| Digital Inclusion and Deployment Branch..... | 111 |
| Universal Services Branch | 113 |
| Communications Services & Consumer Division | 116 |
| Regional Connectivity Branch | 117 |
| Regional Mobile Infrastructure Programs Branch | 119 |
| Post, International Telecommunications & ACMA Branch | 121 |
| Consumer Safeguards Branch | 123 |
| REGIONAL, CITIES & TERRITORIES GROUP | 126 |
| Regional Development and Local Government Division | 126 |
| Regional Policy Branch | 127 |
| Local Government, Regional Intelligence and Data Branch | 128 |
| Major Projects and Governance Branch | 129 |
| Regional Programs Branch | 130 |
| Territories Division | 131 |
| Indian Ocean Territories Branch | 132 |
| Mainland Territories Branch | 134 |
| Norfolk Island Branch..... | 137 |
| Partnerships and Projects Division | 139 |

| | |
|---|-----|
| Cities and Suburbs Unit | 140 |
| City & Regional Partnerships Branch | 141 |
| Office of Northern Australia..... | 142 |
| Northern Australia Investments and Projects Branch..... | 143 |
| Housing Support Branch | 145 |
| UNIT COORDINATOR CONTACTS..... | 146 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|--|--|---------------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Director Communications & Engagement | s22(1)(a)(ii) 25-17 April s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | NA s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - s22(1)(a)(ii) | Admin Support (Grad) | | |
| Chief Operating Officer | Maree Bridger | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | Jessica Hall | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Deputy Secretary Communications & Media Group | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Tanya Koeneman (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Bek Hendriks | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|-------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Investment in the arts through Creative Australia funding
- Management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Collections Access | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust
- Administration of the Expression of Interest Register for positions on arts boards, council and committees

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jesse Fatnowna | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Artbank | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, arts and tourism policy, cultural infrastructure related matters, and multicultural arts matters.

| | | | |
|--|------------------|---------------------------|---------------|
| Assistant Secretary | Jake Budd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Multicultural arts related matters
- Local Government arts related matters
- Review of the Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Content | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Creative Industries Youth Advisory Group
- Arts workforce policy
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Data, Research, Strategy and Net Zero Division

Levels G, 5 & 6W Alinga, and Levels 1E and 2W Northbourne

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|-------------------|---------------------------|---------------|
| First Assistant Secretary | Ian Porter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Head of Bureau | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, including outcome indicators for the National Road Safety Strategy. Establishing and maintaining an Intergovernmental Road Safety Data Sharing Agreement, and a new National Road Safety Data Hub website.
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W, G, and NB2W

The Data, Systems and Information Management Branch combines data strategy and policy, the Data Hubs (National Freight and Regional), Geospatial Services and Records Integrity Program and Management.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions
- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs.

| | | | |
|---|--------------------------------|--|--------------------------------|
| Assistant Secretary | Justin lu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| A/g Director, Policy Projects Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department.
- Support the Department's evidence base for policy thinking, including by conducting economic analysis.
- Support areas of the department to conduct best practice evaluations of policies and programs.

Net Zero Unit

NB 2E

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|--------------------------------|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Budget and Governance Division provides high quality advice, frameworks and services to the department's policy areas, Executive, and Ministers to achieve positive and sound outcomes in the delivery of the department's strategic objectives.

The Division supports the department in the preparation, delivery and management of the external and internal budgets including leading the Department's role and activities in the Commonwealth Budget process; coordination, costing and development of New Policy Proposals and Cabinet Submissions; constructing and maintaining the Department's internal Budget; and management of departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model. While also leading the budget strategy through budget, fiscal and policy advice.

The Division is responsible for managing the department's financial governance framework and financial delegations and providing specialist financial management services, technical accounting advice, specialist advice on financial operations, procurement and contract management advisory services, SAP services and preparation of monthly and annual financial statements. While also providing financial management, governance and procurement advice.

The Division lead's the department's pro-integrity culture to ensure it meets all relevant governance, risk management and assurance requirements including supporting Executive committees, overseeing the Risk Management Policy and Framework and Integrity Strategy, administering the department's disaster preparedness arrangements and managing the internal audit program.

The Division manages the department's Performance Reporting Framework and supports the department to meet its performance reporting obligations. The Division works directly with performance measure owners to ensure measures meet legislative requirements and provide a complete performance picture for the department; as well as overseeing the production of the Corporate Plan and Annual Report.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Budget Engagement and Strategy Branch is responsible for providing specialist financial management services, developing external and internal budgets, strategic financial management on matters such as budgeting, forecasting, average staffing levels (ASL), costing and reporting for Groups and Divisions under the Finance Business Partnership Model.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Mike Hogben | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets and Portfolio Engagement for Communications and the Arts (Outcomes 5-6) | s22(1)(a)(ii) | 6163 s22(1)(a)(ii) | s22(1)(a)(ii) |
| External Budgets and Portfolio Engagement for Infrastructure, Transport and Regional Development (Outcomes 1-4) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Budget Strategy

Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals

External Budgets & Portfolio Engagement

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals; seeking Constitutional and Legislative Risk Assessments and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings

- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Coordinating portfolio agency input into the Commonwealth budget process
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

Internal Budgets

- Management of the internal budget framework and processes
- Management of the capital budget allocation and leading the new Departmental Capital Investment Committee processes
- Perform in-year budget reviews to inform internal budget levers and strategies
- Development of internal budget allocations for current and forward years
- Prepare monthly financial report to the ELT
- Administer the Internal Budget Systems
- Implement continuous improvements across internal budgeting systems and processes
- Provide operational and strategic financial support on departmental capital projects.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
- Develop divisional budgets including supplier and staffing assumptions
- Develop monthly financial forecasts, both operating, capital and staffing
- Track divisional ASL movements and recruitment activity
- Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
- Meet with Senior Executives monthly to go through financial results, forecast updates and budget planning for the next financial year
- Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
- Enter monthly financial accruals into the financial management system which includes supporting documentation
- Prepare budget and staff transfer documentation to give effect to organisational restructures
- Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
- Contribute towards business and operational planning
- Co-ordinate financial input into divisional departmental reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Financial Management Branch provides specialist advice on financial operations, procurement and contract management advisory services and SAP services. the branch is also designing a new user centric service for the department.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Jodi George | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Procurement & Financial Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Financial Operations

- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury
- **Financial Governance and Procurement** managing the department's financial management framework, including policies and procedures for managing compliance and non-compliance with the Finance Law
- managing the Gifts and Benefits Register and official hospitality, including reporting of items through Lighthouse
- coordination and provision of advice relating to Accountable Authority Instructions and delegations (including management of the iDelegate system)
- providing complex and non-complex procurement advice and support to divisions, delegates, executive and portfolio agencies
- developing and maintaining procurement guidance and templates, in line with the Public Governance Performance and Accountability Act and Commonwealth Procurement Rules
- developing and running procurement and contract management training for the department's staff and executive
- undertaking statutory procurement reporting for the portfolio

Assurance, Integrity, Risk and Governance Branch

62 NB Level 2 West

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Privacy
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Integrity Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Performance Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.
- Provision of the Privacy Officer function, including developing the Department's Privacy Management Plan and providing advice on the management of personal information or privacy breaches.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance and Performance Reporting

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee
- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating to Accountable Authority Instructions, delegations (including management of the iDelegate system) and Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the APS Secretaries Board and COO Committee.

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | TBC | TBC | TBC |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Digital Initiatives Branch

Northbourne 1W

| | | | | |
|--|--------------------|-------------|---------------|---------------|
| Chief Digital Officer | Alex Clarke | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy, Governance & Change | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum benefit to the Department
- Defining the IT Governance and Committee Framework
- Managing the Information and Communication Technology and Property Committee, IT Consultative Committee, and IT Project Governance Board
- Developing change and communication strategies and artefacts for IT projects and activities, with a focus on end users and adoption

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology & Chief Information Security Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, End User Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

IT Front Door & Architecture

- Development and maintenance of the Information Technology Strategy and Information Technology Investment Plans
- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department via the IT Architecture Board
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Legal, FOI and Privacy Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | | |
|-------------------------------|--------------------------------|---------------------|---------------|---------------|
| Chief Counsel | Chris (Christine) Burke | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | | |
|---|--------------------|---------------------|---------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Secondee) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | | |
|---|---------------------------|---------------------|---------------|---------------|
| General Counsel (AGS) | Piccolo Willoughby | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:

- Administrative Law (e.g. advice on lawful decision making)
- Commonwealth Ombudsman matters
- Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
- Construction
- Employment/Industrial Relations (advice/proceedings)
- FOI
- Grants
- Intellectual Property
- IT/Data Sharing
- Legal claims and civil liability risk (advice)
- Legal training
- Legislative instrument drafting (non-tied)**
- Litigation/Disputes/AAT (proceedings)
- Major Projects
- OAIC matters
- Privacy
- Procurement
- Public Interest Disclosures (PIDs)
- Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
- Real Property
- Statutory interpretation (advice on the meaning of legislation)
- Other Commercial
- Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.
APRIL 2024 Functional Directory

People, Culture & Change Division

Nishi Level 6

The Division delivers four key functional areas: **People** through strategic support for employees, managers and department on workforce and staffing matters. **Communication and Change** through media management, campaigns and strategic communications engagement. **Transformation** through business improvements, project support and property management. And finally supporting our ministers and the department with **Ministerial, Parliamentary and Cabinet** services. Our goal is to deliver high quality products and services to our internal and external stakeholders, developing strategies and initiatives collaboratively and delivering the outcomes our stakeholders need.

| | | | |
|---|------------------------|---------------------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas relating to human resources including attraction, retention and recruitment of all personnel, capability development including centrally funded learning opportunities, performance and conduct matters, workforce planning, workforce analytics, pay and employee conditions, workplace relations, work health and safety, case management and early intervention for injured/unwell employees, management of the department's employee assistance program and diversity, equity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Diversity, Equity and Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Program Management Officer | s22(1)(a)(ii) | TBC | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing and resilient workforce, including talent and succession management, and strategic attraction and sourcing
- Capability development initiatives including leadership development programs; coaching and mentoring programs, entry level programs, cultural and diversity inclusive programs, resilience and communication skills, policy, regulation and other core skills, and the digital literacy development program
- Human resource services including payroll, employee terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedures
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Strategic workforce management, analysis and planning including working with managers and staff to plan for current and future workforce needs
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and better practice
- Building a culture of strong engagement, through the Employee Census and our rewards and recognition process. Implementing whole of APS reforms, future of work and legislative changes, including leading flexible working initiatives
- Providing stewardship of APS values; work level standards; employment conditions; diversity and inclusion
- Providing and supporting early intervention and case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee

- Management, development and implementation of the Department's Diversity, Equity and Inclusivity agenda.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W + 6W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | | |
|--|-----------------|------|---------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on call | 6274 | s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence.
- Provide advice and guidance on Parliamentary processes.
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package).
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice.
- Recruitment and management of the Departmental Liaison Officers.
- Management and coordination of ministerial international travel for our Portfolio Ministers.
- Providing Legislation Liaison Officer services and supporting the Government's legislation program.
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.).
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for departmental users.

Cabinet & Government-Wide Initiatives and Reporting

- Day-to-day handling of the portfolio's Cabinet business.
- Manage the portfolio's Cabinet documents and information.
- Coordinate the circulation of Cabinet documents to policy areas for action and response.
- Provide Cabinet briefing packs for our Cabinet Ministers and Senior Executive.
- Provide advice and support to departmental staff on processes, preparation and timings of Cabinet documents, responses and briefings.
- Distribute international correspondence (DFAT cables) to departmental staff.
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions.
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings.

- Produces whole-of-department reporting, for both internal and external audiences, on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of Government-wide priorities, including supporting Senior Executive on Inter-Departmental Fora.
- Promote best practice regulation; prepare reports on the department's regulatory responsibilities; and work externally to support the Government's Regulatory Reform Agenda.
- Deliver collaborative and informed policy advice on multilateral and international engagement issues requiring whole-of-department perspective.
- Facilitating international work on behalf of the department as the first point of contact.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|---|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP* | s22(1)(a)(ii) s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBA | |
| Director, Executive and Change Communication | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.

Integrated Services Branch

Northbourne 6 East

The Integrated Services Branch focuses on a number of core services and projects, including the Future Workplaces Canberra Project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | | |
|--|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Sonia Bradley | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| A/g Director, Project Support Office | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Service Design | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Business Services Engagement | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Protective Security | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Future Workplaces (Canberra) Project | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the department
- Develop a standardised and scalable approach to project management across the department
- Development and implementation of the Project Management Framework, project management tools and artefacts for use by projects across the department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and departmental Executive
- Provide monthly project analysis and strategic advice to the Enabling Committee and other governing bodies
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design (Corporate Strategy)

- Develop and maintain the Corporate Group Strategy 2023-2027 and Roadmap
- Development of an Evaluation and Measurement Framework to assess and report on progress of the Corporate Group Strategy and Roadmap
- Lead activities that will increase the maturity of human-centred design practices across Corporate Group, and build capability through the provision of tools, templates and project/initiative support
- Establishing a service design assurance function to assist projects/ initiatives with the application of design standards.
- Establishing corporate liaison network officer positions and networks to facilitate engagement between Corporate Services and business areas located outside Canberra.

Hire to Retire Project

- The H2R Project Phase 2 will improve processes, delivery and user experience across the end-to-end employee lifecycle. This includes recruitment, onboard, staff move and offboard stages. Short term deliverables are set for FY 2023-24, across 3 workstreams. This will enable Phase 3 pending investment and technology. The project is using a service design approach, agile lite methodology and supported by a multidisciplinary team.
- For short term deliverables (FY23-24), the project will:
- Deliver recruitment and onboarding business improvements addressing pain points from Phase 1 & recruitment review recommendations without a technology dependency.
- Develop process maps, measurable services standards, T&Cs and service level agreements for recruitment and onboarding that are published and communicated.
- Develop business requirements, future state journey maps for recruitment, onboard, staff move and offboard stages, and H2R capability development to inform short- and long-term IT roadmaps. NB: Work completed in workstream 3 will enable workstream 2 throughout FY 2024-2025 and FY 2025-2026.
-
-

Business Services Engagement

- Delivers the Integrated Services Engagement service offer to help improve the way Corporate Services and the Divisional Support Network (DSN) engage, including:
 - Facilitate improvements to how Corporate and Divisional Support service offers are defined, providing greater clarity, and access to, this information for staff;
 - Manage and run the Divisional Support Forum, ensuring it provides a dynamic and useful departmental forum for Corporate services and the DSN to connect, engage and share information with each other;
 - Manage the department's Corporate Coordination Calendar, including monitoring and evaluation activities ensuring it remains relevant and user-friendly for staff; and
 - Facilitate the design and process improvements of Corporate coordination requests sent by Corporate service teams to the DSN.

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions and alarms with partners including guards
- Managing the Department's personnel security clearance functions and obligations, including short-term access
- Management of building access controls including the issuing of photographic building access passes
 - Responsible for identifying, advising, and minimising personnel and physical security risks.

Future Workplaces (Canberra) Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)

- Staff engagement, consultation and change management to support new ways of working
- Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
- Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Domestic Policy and Programs Branch

Alinga 4W and 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic Aviation Economic Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| POC, Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.

- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.
- The ASU provides business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division, and is responsible for providing oversight and management of business and corporate activities, including: financial management and reporting; HR functions; governance; planning and reporting; property and accommodation; and divisional coordination activities.
- Advice to Government on domestic aviation issues, including: competition, how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Assistant Secretary | Brendon Buckley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports, Workforce & International | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Sarah Nattey | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, QLD/NT Airports and Airport Building Control | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airports Law Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.
- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Tori Wright | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunseting review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E and 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Richard Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:

- the development of Australia's Uncrewed Traffic Management (UTM) system
- security and counter-drone capabilities, including a National Drone Detection Network.
- development of a Drone Rule Management System to coordinate rules across jurisdictions.
- noise regulation for drones and eVTOLs
- privacy issues
- new transport infrastructure for emerging aviation technologies
- international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- Strategic international aviation policy advice on the international aviation industry and regional and global issues
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Assessing airport proposals to introduce new international services under the framework for the provision of border services at new and redeveloping international airports
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle Road Market Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle National Law Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:
 - Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;

- Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co - Directors, Regulation and Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Trade and Digital | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legislation and Safety | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regulation and Programs

- Regulate international liner shipping services to Australia for the benefit of Australian shippers
 - Administer *Part X of the Competition and Consumer Act 2010*
 - Engage with peak shipper bodies, shipping industry and other interested parties, and government agencies, including Treasury and the ACCC
- Regulate shipping tax incentives to promote Australian shipping and development of maritime skills
 - Administer the *Shipping Reform (Tax Incentive) Act 2012*
 - Manage the MOU on data exchange with the ATO
 - Collaborate with the ATO on shipping tax incentives matters
 - Engage with shipping industry and government agencies including Treasury
- Regulate coastal shipping with the Shipping Business Unit as the primary point of contact
 - Administer the *Coastal Trading (Revitalising Australian Shipping) Act 2012* and the *Coastal Trading (Revitalising Australian Shipping) Regulation 2012*
 - Manage the operation and resourcing of the Shipping Business Unit to ensure it meets its service charter.
 - Engage with commercial shipping industry who engage in coastal trading, maritime unions and other interested parties, and government agencies.
- Manage the Tasmanian Freight Equalisation Scheme and the Bass Strait Passenger Vehicle Equalisation Scheme
 - Manage the relationship with Services Australia through a Statement of Intent and Services Schedule for effective delivery of the two programs.
 - Engage with Tasmanian business and other interested parties, the Tasmanian government and other government agencies
 - Develop policy and costing/budget proposals as required.
 - Collaborate with BITRE on data reporting and management, and program monitoring.

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Trade and Digital

- Leading maritime trade policy advice which enables the Australian maritime transport sector to keep pace with international trends;
 - Free Trade Agreements
 - Engage with IPEF, APEC and ASEAN on Digital Maritime issues
- Embedding digital technology in maritime transport policy and regulatory functions which improves the long-term effectiveness and efficiency of supply chain networks;
- Input into supply chain and MERNAP regarding maritime digital policy Deliver Maritime Single Window First Pass Business Case to 2024-25 Budget
- Scoping the Maritime Single Window
 - Undertake procurement
 - Stakeholder engagement and secretariat
 - Work with ABF, DAFF, AMSA
- Progressing and coordinating policy advice in relation to international standards (Convention on Facilitation of International Maritime Traffic) as it relates to the maritime transport sector;
- International Maritime Organisation (IMO) FAL Convention and Expert Group on Data Harmonization
 - Manage amendments to the Convention on Facilitation of International Maritime Traffic, 1965
 - Represent Australia at FAL Committee and Expert Group Data Harmonization meetings
 - IHO relationship management
- Working and engaging with other Commonwealth agencies responsible for security related matters as it relates to the maritime transport sector.
 - Liaise with Reducing Surface Transport Emissions branch on Green and Digital Shipping corridors
 - Participate in Inter-governmental working groups including the Trade Technology Working Group
- Engaging with Simplified Trade System
 - Act as liaison and representative to STS Taskforce
- Maritime Cyber Security
 - Home Affairs and ports engagement
 - MSW cyber responsibilities

Legislation and Safety

- Management of maritime legislative and regulatory agenda, including oversight and coordination of all maritime legislative amendments, and working closely with the Operations Policy Section, the Regulation and Programs Section, and AMSA to develop proposed amendments. Working with AMSA to develop and implement maritime safety policy for international shipping
- AMSA Governance and oversight, including AMSA liaison, policy oversight and governance arrangements under the *AMSA Act 1990* (*AMSA board appointments, AMSA Statement of Expectations, and managing cost recovery legislation for AMSA's international and domestic functions*)
- International Maritime Organization (IMO), including an engagement strategy, progress and assess international maritime agreements, treaties and conventions on safety matters, IMO Conventions, and implementation of actions coming out of the IMO Member State Audit Scheme
- Domestic Commercial Vessels – Safety, namely the implementation of outcomes following the Review into Domestic Commercial Vessels (DCVs)
- Carriage of Goods at Sea legislation
 - Finalise review of GoGSA amendments
 - Norfolk Island Carriage of Goods at Sea engagement

Policy and Strategy

- Develop and implement a holistic port engagement strategy
 - Explore whole-of-system issues and strategies/levers available to the Commonwealth to achieve its objectives for the national ports system.
 - Align with whole of government strategies such as the National Freight and Supply Chain Strategy

- Maritime Operations and ports policy
 - Monitor issues that impact ports operations such as biosecurity, security, incidents, industrial action
 - Contribute to supply chain agenda from a maritime perspective
 - Seafarer welfare support including liaison with FWO and DEWR on industrial relations and workers insurance
 - Primary contact with Ports Australia for Working Groups
- Supporting offshore maritime policy development
 - Provide advice on offshore renewable zones for wind and contribute to the Commonwealth offshore wind enabling infrastructure working group
 - Guidance on Oil and Gas decommissioning including disposal of the Northern Endeavour
 - Manage relationships with DCEEW and DISR
- Ports development
 - Administer the New and Redeveloping Ports framework for sea ports
 - Identify the pipeline of sea port projects that with impact border agencies future budget position
 - Continue to manage the Ports Reference Group within DITRDCA
 - Consider framework in line with aviation review from an airport perspective
- Shipping Policy
 - Coastal Trading Act policy responsible
 - Coordination point in Maritime and Shipping for the review of the Coastal Trading and Shipping Register Acts in support of the Strategic Fleet implementation
- Implement revised National Plan for Maritime Environmental Emergencies
 - Facilitate consideration through ITSOG and ITMM
 - Consider existing mechanisms such as National Coordination Mechanism and the Australian Government Crisis Management Framework

Strategic Fleet

Alinga 3W

The Strategic Fleet Branch provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Fleet Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch leads delivery of a complex set of reforms to prepare for the arrival of connected and automated vehicles and other transport innovations, manages engagement in a range of key international forums, provides the secretariat support to the Infrastructure and Transport Minister Meetings (ITMM) and related forums, provides oversight and support to several transport bodies and is delivering the National Heavy Vehicle Charging Pilot. New and emerging technologies can have significant benefits, and delivering these major reforms are critical to achieving the safety and productivity gains. The branch works closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|---------------------------|---------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.

- The team's functions also include coordinating the Departments engagement in work, particularly by Austroads, in relation registration and licensing issues and overseeing the governance and corporate operations of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies, particularly in relation to connected vehicles. The team works closely with the states and territories to support national consistency in technology investments and rollouts, with a focus on the development and implementation of:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy* and *2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading the broad elements of stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.
- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Senior Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEW).

Cleaner Cars Implementation

- Policy implementation lead for the New Vehicle Efficiency Standard(NVES).
- Leads on relationships for IT development to implement the NVES.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Meagher | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|--|----------------------|-------------|---------------|
| Assistant Secretary | Bill Brummitt | 6274 | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6274 | s22(1)(a)(ii) |
| Director, Brisbane Arena | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 | s22(1)(a)(ii) |
| Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| A/g Director, AIS Infrastructure Review and Secretariat | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDC, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Australian Institute of Sport (AIS) Infrastructure Review Workstream

The AIS Infrastructure Review Secretariat is responsible for supporting two Eminent Reviewers for the delivery of a final report and recommendations to Government. Program of work includes:

- Establishing the Review
- Delivering the Review
- Supporting Government consideration of the review

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |

[Unit Coordinator Contacts](#)

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Program, Policy & Budget Support Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Simon Milnes | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|---|---------------------|--------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL), SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Infrastructure Investment Reform Branch

Alinga 1W

The Branch has responsibility for:

- Implementation of the Infrastructure Investment Pipeline reform agenda
- Strategic advice on the Government's future infrastructure investment
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Toby Robinson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, IIRB | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National agreement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Infrastructure Investment Reform

- Strategic engagement – secretariat support for Infrastructure Investment Reform Interdepartmental Committee and Infrastructure Investment Reform Steering Committee
- Advise on reform implementation

National agreement policy section

- Responsible for negotiations of new FFA and development of NoA
- Land transport infrastructure governance working group

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------|-------------------|---------------|
| First Assistant Secretary | Greg Cox | 6136s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours

Project Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|---------------------------|---------------|
| Assistant Secretary | Joanna Piva | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | David Muldoon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Commonwealth Projects Branch

Narellan Level 4

The responsibilities of the branch is TBC

| | | | |
|----------------------------|------------------|---------------------------|---------------|
| Assistant Secretary | Jen Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

TBC

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & L3 Narellan

The Road and Vehicle Safety Division has a number of roles and functions to deliver and support policy, regulations and programs to ensure safety on Australian roads. The Division also leads engagement with a wide range of stakeholders including state governments.

| | | | |
|----------------------------------|-----------------------|---------------------------|---------------|
| First Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | | |
|---|------------------------|-------------|---------------|---------------|
| Assistant Secretary | Melissa Cashman | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.

Vehicle Standards

- Development, maintenance and review of new and existing Australian Design Rules (ADRs)
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the ADRs
- Contributing to the alignment of the ADRs with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the ADRs
- Lead the vehicle safety component of the National Road Safety Strategy (NRSS).

ROVER Support

- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership and co-ordination to improve road safety outcomes while working towards the goal of zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy and the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Sue Cattermole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (e.g ANCAP).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades
- Grant and program evaluations
- Procurement of road safety data and research, campaigns and training

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W and Alinga 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which sets nationally consistent performance-based standards that road vehicles must comply with before entering the Australian market.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. It regulates the supply of used vehicles to the Australian market, prohibits importation of non-compliant road vehicles, establishes a Register of Approved Vehicles and administers a framework for recalling unsafe road vehicles and approved road vehicle components.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Melony Czajor | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Targeted Road Infra Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | |
|--------------------------------------|---------------|---------------------------|---------------|
| A/g First Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant (Syd Based) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy

Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Regional and Local Newspaper Publishers Program
- Journalist Fund (including First Nations cadetships)
- AAP Grant Program
- PacificAus TV program
- Community Broadcasting Program
- Public Interest Journalism Initiative (PIJI)
- Local and Independent News Association (LINA)

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|---------------------|--------------------|---------------|
| Assistant Secretary | Andrew Irwin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) (a/g) | 6136 s22(1)(a)(ii) | N/A |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - eSafety’s complaints systems for child cyber-bullying, adult cyber-abuse, image-based abuse and illegal and harmful content
 - Basic Online Safety Expectations
 - Online Content Scheme, including industry codes and standards
- Policy oversight of the Office of the eSafety Commissioner
- Research into online safety issues
- Secretariat support for the statutory review of the *Online Safety Act 2021*

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age verification (including the Australian Government’s response to the Age Verification Roadmap)
- Implementing the Australian Government’s ‘Safe kids are eSmart Kids’ election commitment (rolling out the Alannah and Madeline Foundation’s media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women’s online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity
 - Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia's work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

| | | | |
|--|--|-------------------------------|------------------------------------|
| Assistant Secretary | Andrew Hyles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Acting until May 2024) s22(1)(a)(ii) (Mon-Wed) | N/A 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify opportunities, risks, harms and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics that balance innovation and investment against the risk of individual or societal harm
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Monitoring and reporting on the digital platforms elements of reforms led by Consumer Safeguards Branch and Treasury to combat scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. defamation, privacy, data tracking, data security, and scam reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on international reforms and proposals, and participation in international forums that intersect with the section's key policy areas
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|--|--|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinators | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| | s22(1)(a)(ii) (Mon – Wed) CIDcoordination@infrastructure.gov.au | 6136 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy and Finance | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Emerging Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australia's broadband policy objectives
- Governance of NBN Co, such as the Statement of Expectations, reporting and accountability obligations, board appointments, annual review of NBN Co Corporate Plan, Capital Management Strategy and valuation
- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Oversight and policy advice on NBN Co's fixed-line network.
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government.
- Advice on regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Monitoring the telecommunications industry net zero emissions plans and activities.
- 5G Innovation Initiative (now concluded).
- Communications policy advice in the design and delivery of the government's City Partnerships
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEOSat Working Group.
- Conducts policy development through consultation and engagement with industry and international stakeholders on LEOSat capability.

- Monitors and provides policy advice on emerging telecommunications technologies, including 5G, 6G, Open RAN and the Internet of Things (IoT).
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.
- Works with Home Affairs on the Australian Japan Policy Dialogue on Telecommunications Resilience with a focus on emerging technologies.

Correspondence responsibilities:

- Policy matters relating to the NBN.
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.
- *Policy positions on emerging communications technologies like 6G and Low Earth Orbit Satellites as they relate to telecommunications.*

This Branch **does not** handle the following issues:

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.
- Domestic licencing arrangements and conditions under the *Radiocommunications Act 1992* including relating to amateur radio.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)
- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
- Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
- 5G and LEOSat working group (Broadband and Emerging Communications Branch)
- Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
- Detailed analysis of emerging technology (Universal Services Branch)
- Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch)
- Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
- 5G deployment issues (Digital Inclusion and Deployment Branch)
- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
- Performance of and connection to installed infrastructure leading into and also within the premises
- Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
- Fraudulent number porting (Consumer Safeguards Branch).
- Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
- Retail competition on the NBN (Broadband and Emerging Communications Branch)
- Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
- Integrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
- '000' and '112' emergency calling issues (Consumer Safeguards Branch)
- Broadcasting licences, including commercial and subscription television and radio services (Media Industry and Sustainability Branch)

Radio and TV reception issues in metropolitan areas (Media Industry and Sustainability Branch)

Telecommunications Resilience Branch

Nishi Level 3

The Branch leads policy and program delivery to strengthen the security and resilience of the telecommunications sector against natural disasters, security threats, and other hazards.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Temporary Disaster Roaming Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinating departmental engagement on cyber security policy issues
- Representing the department in the Electronic Surveillance Reforms Taskforce of the Attorney-General's Department
- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the department's Cyber, Security and Resilience (CeSAR) community of practice.
- Managing telecommunications security elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)

Telecommunications Disaster Resilience

- Telecommunications resilience measures including the following elements of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and

- Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - National Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruption Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data

Temporary Disaster Roaming Taskforce

- Working with NEMA, scoping a temporary disaster mobile roaming capability, with advice to be provided to government by March 2024.

This Branch **does not** handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural hazards or security risks i.e. planned or BAU outages
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Mobile Infrastructure Programs Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry and Sustainability Branch).
- Most issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch)
- Mobile roaming issues not related to emergencies (Competition and Spectrum Branch)

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | | |
|---|----------------------|-------------|---------------|---------------|
| Assistant Secretary | Jason Ashurst | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice and legislative reform or changes to the carriers' powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities
- The Science of Safe Connection communication program (about EME)

- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

**** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us**

**** If purple and Fixed Wireless it belongs with Broadband Policy Branch**

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Niccole Power | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?
- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|----------------------|---------------------------|---------------|
| A/g First Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | TBC | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Programs Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Partnerships & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Design & Regional Broadcasting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such as Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).

Regional broadcasting

- Viewer Access Satellite Television (VAST) Program
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial free-to-air television services in the electorates of Stroud & Shortland

On Farm Connectivity Program (OFCP)

- Design and development of the \$30 million On Farm Connectivity Program, including management of Expression of Interest process to identify approved supplier, design of program guidelines and program evaluation
- Oversee procurement with the National Farmers' Federation, via the Regional Tech Hub, to support implementation of Round 1 of the Program
- Ongoing monitoring of expenditure/take-up of the program, including supporting Business Grant Hub's administration and management of grant funding

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Oversees the Regional Connectivity Ministers' Roundtable and associated Senior Officials Committee, including managing the delivery of outcomes and action items from the Roundtable
- Prepare monthly updates on the status of the regional connectivity program.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|--|----------------------|-------------|----------------------|
| Assistant Secretary | Karly Pidgeon | 6136 | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | N/A |
| Director, Mobile Coverage – Regional Communities (Mobile Black Spots Program Round 7, Peri-Urban Mobile Program Round 2) | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| A/g Director, Mobile Programs Implementation (Mobile Black Spots Program: Rounds 1 to 6, Peri-Urban Mobile Program: Round 1 (Stage 1 & 2) and Mobile Network Hardening Program: Round 1) | s22(1)(a)(ii) | 6136 | N/A |
| Director, Mobile Coverage – Roads (Regional Roads Australia Mobile Program , Mobile Network Hardening Program Round 2, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, in regional and peri-urban areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program (Round 1-7, including the Improving Mobile Coverage Round)

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?
- Status of unsuccessful locations under the Improving Mobile Coverage Round, including Mangrove Mountain and Major Creeks.

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

- Manage the Mobile Network Hardening Program, including design and delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and deliver the Regional Roads Australia Mobile Program, which provides grant funding to increase mobile coverage on major highways and roads, with a strong focus on multi-carrier coverage.
- Deliver the \$50m pilot programs with State and Territory Governments to test new and innovative solutions to improve mobile coverage on regional roads.

Regional Backbone Blackspots Program

- Manage the Regional Backbone Blackspots Program (RBBP), including the contract for operations and maintenance, and use by government agencies and private sector organisations.

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Questions relating to the delivery of the Government's election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

This Branch **does not** handle the following issues:

- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- ADSL and landline (Universal Services Branch)
- Mobile coverage in major urban areas (Digital Inclusion & Deployment Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (Universal Services Branch)
- Alternative Voice Services Trials (Universal Services Branch).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch **does not** handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero and the Optus Outage Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Gold Coast, Jervis Bay, Wollongong, Dubbo & Townsville)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Local Government | TBC | TBC | TBC |
| Director, RDA Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration – engagementevents@infrastructure.gov.au

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Major Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

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Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Engagement & Development | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Planning and Performance Section

- Executive support and advice, including office management
- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities include:

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP and Director National Parks MOU's
- Management of PRL mine leases
- Management of Commonwealth owned buildings.
- Shared management (IOT Contracts) of Pensioner and Student Subsidised Travel Schemes

IOT Contracts (Perth)

- Management of contracts for IOT air services, ports and airports.
- IOT Fisheries management
- Shared Management (with IOT Government Arrangements) of Pensioner and Student Subsidised Travel Schemes

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support

- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Jo Neuling | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|---------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Norfolk Island Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Partnerships and Projects Division (PPD) is responsible for delivering the two central policy pillars of the government's nation-building development agenda – the sustainable and resilient economic development of Northern Australia and the broader national policy vision for cities, urban areas and our growing regions. Our work is underpinned by, and will help realise, Australia's future role as a renewable energy powerhouse, and the elevation of First Nations partnerships into all aspects of policy development and implementation. PPD has a huge remit across the nation. Our work extends from transformational resource and energy projects across the north, through complex logistics infrastructure running the length and breadth of the country to bespoke, local community projects delivered through multi-jurisdictional partnerships to enhance the quality of life and access to opportunity for all Australians. From the review of the White Paper on Developing Northern Australia, our role is to deliver the means toward our Net Zero economy and to help create liveable, sustainable and connected places, where Australians can thrive and prosper in healthy, cohesive and liveable communities.

| | | | |
|---|--------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer and Director Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Tiffany Karlsson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reporting & Coordination | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research & Evaluation | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- urban and regional Precincts and Partnerships Program
- State of the Cities report
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart and Launceston | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) (Perth) | | |
| Director, Albury Wodonga & Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct
- Upgrade to UTAS Stadium Launceston

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The sustainable and resilient economic development of Northern Australia is a key Government commitment. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. The branch also provides secretariat support for the Northern Australia Ministerial Forum, which is progressing a shared vision for liveable, safe, sustainable and healthy communities in the north, and the Northern Australia Indigenous Reference Group, which provides advice on maximising benefits and implementation outcomes for Indigenous Australians.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | | s22(1)(a)(ii) |
| A/g Director, Strategy | s22(1)(a)(ii) (Darwin) | | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum secretariat
- Overseeing the Northern Australia Grants Programs (NAGP) the:
 - Northern Australia Development Program (NADP) and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committee submissions and report responses
- Cabinet coordination and input to the Minister's Cabinet briefs
- Senate Estimates and Question Time brief coord

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|-----------------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | | |
| Director, Operations | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +61 (2) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.
- Maintaining awareness of operating environments in the states and the Northern Territory.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.

- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.
- Designing and implementing the 2024 Statutory Review of the NAIF Act.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Supporting the development of Northern Australia by working in partnership with states and territories

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Housing Support Branch

Northbourne 1E

The Housing Support Branch delivers the Housing Support Program, a \$500 million competitive funding program for local and state governments to kick start housing supply, in line with Housing Accord targets. Funding can be used for initiatives to help enable housing supply including connecting essential services, amenities to support new housing development or building planning capability.

The program is competitive and merit based (but not a grant) and delivered through Federation Funding Agreements. State, territory and local governments are able to receive funding.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Erin Cassie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Program and Admin Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Program and Admin Reporting

- Assessing and recommending applications for funding.
- Oversight of funded projects.
- Ongoing evaluation and reporting.
- Payments to projects.

Engagement

- Engagement with the housing and infrastructure sectors.
- Liaison with program participants.
- Program design.

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QT B)

| | | | Position | | | | | | | |
|--|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| | | | | | | | | | | |
| First Nations Partnerships Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | NB1E | Divisional Inbox |
| | | | | | | | | | | |
| | | | | | | | | | | |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS inbox | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NISHI4 | A/g EO to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Jake Budd (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s47E(d) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |

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| | | | Position | | | | | | | |
|--|---------------------------------------|----------------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| Data, Research, Strategy and Net Zero Division | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL5W | EA to Ian Porter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | | | AL5W | EA to s22(1)(a)(ii) (a/g AS) + Justin lu (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | AL5W | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| Net Zero Unit Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | | Net Zero Unit Inbox |
| FINANCE, BUDGET & GOVERNANCE | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5W | EA to Mike Hogan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5E | EA to Jodi George (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N2W | EA to s22(1)(a)(ii) A/g (AS) |
| INFORMATION TECHNOLOGY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | N1W | EO to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N4E | EA to Tony Castley (AS/CTO/CISO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Alex Clarke (AS/CDO) |
| LEGAL, FOI & PRIVACY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | • | • | • | | | N6W | EA to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Piccolo Willoughby |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | Remote | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | • | | NISHI6 | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | • | NISHI6 | EA to Rachel Houghton (FAS) & EA to Kylie Donovan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Aaron O'Neill |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL3W | Ministerial Liaison Officer - Ministerial, Parliamentary + Cabinet Branch |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Sarah Nattey |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist |

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| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) |
| TBA | | | | | • | | | • | AL5E | EA to Mike Makin (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) |
| TRANSPORT AGENCIES | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au s47E(d) @amsa.gov.au s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | • | • | • | • | • | | Senior Government Relations Officer |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL5E | Departmental Contact |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | Departmental Contact team mailbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 03 9236 s22(1)(a)(ii) | | | | | | | | Executive Leader, Business and Resources |
| INFRASTRUCTURE GROUP (Jess' Group) | | | | | | | | | | |
| INFRASTRUCTURE GROUP ASSURANCE AND ADVISORY BRANCH | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NRN3 | Administration Officer |
| | | | | | | | | | | |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Simon Milnes (AS) and Toby Robinson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to s22(1)(a)(ii) |

| | | | Position | | | | | | | |
|---|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Lachlan Wood (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| LTID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Greg Cox (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + David Muldoon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to s22(1)(a)(ii) (A/G AS) + Jen Stace (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to Jo Piva (AS) + Jason Preece (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2W | EA to Anita Langford (FAS) |
| | | | • | | • | • | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | • | | AL2W | EO to Anita Langford (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2E | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | AL2W | EA to Sue Cattermole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Melony Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | | | | Canberra | |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | | | | Sydney | |
| NATIONAL FASTER RAIL AGENCY | s47E(d) @nfra.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Sam's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Andrew Irwin (AS + Andrew Hyles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @classification.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Sydney | EA to Mitchell Cole (AS) |
| COMMUNICATIONS INFRASTRUCTURE | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |

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| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | NISHI3 | Divisional Coordination Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NISHI3 | EA to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | | | NISHI3 | EO to Lisa La Rance |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | MELB | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | | NISHI3 | EA to Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI3 | UC for Regional Connectivity Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | MELB | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | N3W | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Joe Castellino (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |

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| | | | Position | | | | | | | |
|--|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | Hobart | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | Divisional Support Finance Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | • | | • | N3W | Divisional Support Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | • | | • | N3W | Divisional Support Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | • | • | N3W | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N3W | Divisional Support Director |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | DSU Director & EO to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | | | | N2E | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N2E | EA to Tiffany Karlsson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N1E | EA to Erin Cassie (AS) |
| TERRITORIES | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3E | EO to Sarah Vandebroek (FAS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |
| | | | | | | | | | | |



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

FUNCTIONAL DIRECTORY & UNIT COORDINATION CONTACTS

MAY 2024

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

Table of Contents

| | |
|---|-----------|
| EXECUTIVE..... | 5 |
| First Nations Partnerships | 6 |
| CREATIVE ECONOMY & THE ARTS GROUP | 7 |
| Office for the Arts..... | 7 |
| Arts Development & Investment Branch | 8 |
| Collections & Cultural Heritage Branch..... | 9 |
| Cultural Policy Strategy and Program Support Branch | 11 |
| Creative Industries Branch | 12 |
| First Nations Languages and Regional Arts Branch | 13 |
| Screen and Arts Workplaces Development Branch | 14 |
| CORPORATE GROUP..... | 16 |
| Data, Research, Strategy and Net Zero Division..... | 16 |
| Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR) | 17 |
| Data, Systems and Information Management Branch | 18 |
| Strategy, Economic Policy and Evaluation Branch | 19 |
| Net Zero Unit..... | 20 |
| Finance, Budget and Governance Division..... | 21 |
| Budget Engagement and Strategy Branch | 22 |
| Financial Management Branch | 24 |
| Assurance, Integrity, Risk and Governance Branch..... | 25 |
| IT Division | 28 |
| Digital Initiatives Branch | 29 |
| IT Services Branch | 30 |
| Legal, FOI and Privacy Division..... | 31 |
| Legal Services – Commercial | 31 |
| Legal Services – Public Law | 31 |
| People, Culture & Change Division..... | 33 |
| People Branch | 34 |
| Ministerial, Parliamentary & Cabinet Branch | 35 |
| Department Liaison Officers (DLOs)..... | 37 |
| Communication & Change Branch | 38 |
| Integrated Services Branch | 39 |
| TRANSPORT GROUP | 42 |
| Domestic Aviation & Reform Division | 42 |
| Domestic Policy and Programs Branch | 43 |
| Aviation White Paper Taskforce..... | 45 |
| Airports Branch | 46 |
| Airport Environment | 48 |
| International Aviation, Technology & Services Division | 49 |
| Safety & Future Technology Branch..... | 50 |
| International Aviation Branch | 52 |
| Western Sydney Airport Regulatory Policy Branch..... | 54 |
| Surface Transport Emissions and Policy Division | 55 |
| Land Transport Policy Branch..... | 56 |
| Maritime & Shipping Branch..... | 58 |
| Strategic Fleet | 61 |
| Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology) | 62 |
| The Transport Market Reform and Technology Branch leads delivery of a complex set of reforms to prepare for the arrival of connected and automated vehicles and other transport innovations, manages engagement in a range of key international | |

| | |
|--|------------|
| forums, provides the secretariat support to the Infrastructure and Transport Minister Meetings (ITMM) and related forums, provides oversight and support to several transport bodies and is delivering the National Heavy Vehicle Charging Pilot. New and emerging technologies can have significant benefits, and delivering these major reforms are critical to achieving the safety and productivity gains. The branch works closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia..... | 62 |
| Reducing Surface Transport Emissions Branch | 65 |
| INFRASTRUCTURE GROUP..... | 67 |
| Infrastructure Group Assurance and Advisory Branch | 67 |
| Olympic, Paralympic and Sports Infrastructure Branch..... | 69 |
| Land Transport Infrastructure Division..... | 70 |
| Program, Policy & Budget Support Branch | 71 |
| Queensland, Northern Territory and Western Australia Branch | 72 |
| NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch | 73 |
| VIC, TAS & SA Branch | 75 |
| Infrastructure Investment Reform Branch..... | 76 |
| Report and Program Management (RPM) Taskforce..... | 77 |
| Alinga 1E..... | 77 |
| Commonwealth Infrastructure Projects Division | 78 |
| Strategy and Support Branch | 79 |
| Project Taskforce Branch | 80 |
| Rail Project Delivery Branch | 81 |
| Aviation and High Speed Rail Branch | 82 |
| Freight Terminals Branch | 84 |
| Commonwealth Projects Branch..... | 85 |
| Road and Vehicle Safety Division | 86 |
| Vehicle Safety Policy & Partnerships Branch | 87 |
| Office of Road Safety Branch | 88 |
| Vehicle Safety Operations Branch..... | 90 |
| Targeted Infrastructure Programs Branch | 92 |
| COMMUNICATIONS & MEDIA GROUP | 93 |
| Online Safety, Media & Platforms Division..... | 93 |
| Classification Branch | 94 |
| Media Industry & Sustainability Branch..... | 95 |
| Online Safety Branch..... | 97 |
| Platforms and News Branch | 99 |
| Media Reform Branch | 101 |
| Communications Infrastructure Division | 102 |
| Broadband and Emerging Communications Branch | 103 |
| Competition and Spectrum Branch..... | 106 |
| Telecommunications Resilience Branch..... | 109 |
| Digital Inclusion and Deployment Branch | 111 |
| Universal Services Branch | 113 |
| Communications Services & Consumer Division | 116 |
| Regional Connectivity Branch | 117 |
| Regional Mobile Infrastructure Programs Branch | 119 |
| Post, International Telecommunications & ACMA Branch | 121 |
| Consumer Safeguards Branch | 123 |
| REGIONAL, CITIES & TERRITORIES GROUP | 126 |
| Regional Development and Local Government Division | 126 |
| Regional Policy Branch | 127 |
| Local Government, Regional Intelligence and Data Branch..... | 128 |

| | |
|--|------------|
| Major Projects and Governance Branch | 129 |
| Regional Programs Branch | 130 |
| Territories Division | 131 |
| Indian Ocean Territories Branch | 132 |
| Mainland Territories Branch | 134 |
| Norfolk Island Branch | 137 |
| Partnerships and Projects Division | 139 |
| Cities and Suburbs Unit | 140 |
| City & Regional Partnerships Branch | 141 |
| Office of Northern Australia | 142 |
| Northern Australia Investments and Projects Branch | 143 |
| Housing Support Branch | 145 |
| Northbourne 1E | 145 |
| UNIT COORDINATOR CONTACTS..... | 146 |

Executive

Level 6 Nishi / Level 6 Alinga

Our work connects, and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

| | | | |
|---|----------------------------|--|---------------------|
| Secretary | Jim Betts | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Chief of Staff | Angela French | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Director Communications & Engagement | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | NA s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Support Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - s22(1)(a)(ii) | Admin Support (Grad) | | |
| Chief Operating Officer | Maree Bridger | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Deputy Secretary Transport Group | Marisa Purvis-Smith | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Deputy Secretary Infrastructure Group | Jessica Hall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Regions, Cities & Territories Group | David Mackay | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Deputy Secretary Communications & Media Group | James Chisholm | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Deputy Secretary Creative Economy & the Arts | Stephen Arnott | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| - Executive Officer | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |

First Nations Partnerships

The *First Nations Partnerships* will deliver advice to the executive on how, as an organisation, we can equip ourselves to ensure our programs and functions best support the delivery of outcomes with First Nations peoples and communities, as well as delivery of Closing the Gap (CtG) and the Reconciliation Action Plan (RAP) responsibilities.

The Division focuses on how the department can improve and bring together our delivery and engagement with First Nations communities, and the interconnected elements of our programs, organisational culture, cultural safety and First Nations leadership and employment. The Division also provides strategy recommendations to build the internal capability of the department, particularly in upskilling and building capability across the department. The Division also considers how the department can expedite implementation of the Closing the Gap Priority Reforms.

| | | | |
|---|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Lil Gordon (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Assistant Secretary | Tanya Koeneman (NSW) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Bek Hendriks | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

The key focus areas for the division are:

- Supporting the department to have a joined up and visible approach to First Nations policy and engagement in relation to Closing the Gap and the RAP through the development of a departmental First Nations Strategy
- Increasing visibility of the Closing the Gap National Agreement and Reconciliation Action Plan both internally and externally.
- Ensuring the department is meeting its requirements and reporting under whole of government First Nations initiatives, including the National Closing the Gap Agreement.

The Division has responsibility for initiatives including:

- Collaboration across the department on First Nations Outcomes
- Implementation and ongoing reporting on the Reconciliation Action Plan
- Administration and Secretariat support for First Nations Steering Committee
- Whole of government First Nations reporting
- Policy advice and partnerships across the department in regards to First Nations Outcomes
- Supporting Priority Reforms Implementation, including cultural safety and learning initiatives
- Ongoing internal communications in regards to First Nations Outcomes
- Support for First Nations Network, particularly in regards to Strategy development and departmental advice requests
- Whole of government projects, including the Remote Australia Working Group departmental action
- Whole of government and internal engagement forums, including the jurisdictional Heads of Agency Forums.

CREATIVE ECONOMY & THE ARTS GROUP

ARTS AGENCY CONTACTS

Office for the Arts

Nishi Level 4

The Office for the Arts develops and administers programs and policies that encourage excellence in art, support cultural heritage and foster access to and participation in arts and culture across Australia.

| | | | |
|--|--------------------------------------|---------------------------|---------------|
| First Assistant Secretary | Phil Smith | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Officer | s22(1)(a)(ii) (a/g until mid-May) | 6136 s22(1)(a)(ii) | N/A |
| | s22(1)(a)(ii) on leave until mid-May | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Arts Development & Investment Branch

Nishi Level 4

The Branch provides policy advice on arts, education and funding programs, agency oversight for Creative Australia, private sector support for the arts, tax and philanthropy, and international arts and cultural diplomacy policy. The Branch is also responsible for administration of the Restart Investment to Sustain and Expand (RISE) Fund and COVID Arts Sustainability Fund programs.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Alison Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Creative Australia and Performing Arts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Arts Investment and Philanthropy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Music | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Agency support for Creative Australia, including Music Australia and Creative Workplaces
- Performing arts policy, including the National Performing Arts Partnership Framework and support for small to medium performing arts organisations
- Investment in the arts through Creative Australia funding
- Management of the Restart Investment to Sustain and Expand (RISE) Fund
- Private sector investment in the arts through Creative Australia
- Private sector investment and philanthropy research, reporting and policy
- Tax incentives for the arts (excluding film)
- International arts and cultural engagement policy, including bilateral and multilateral policy
- Oversight of the UNESCO 2005 *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*
- Consideration of the UNESCO 2003 *Convention on the Safeguarding of the Intangible Cultural Heritage*
- Administration of International Cultural Diplomacy Arts Fund (ICDAF)
- Other soft power/cultural diplomacy
- Contemporary music programs and policy, the Australian Music Industry Package including the Live Music Australia program, Indigenous Contemporary Music program, Women in Music Mentor program and Sounds Australia.

Collections & Cultural Heritage Branch

Nishi Level 4

The Branch provides policy advice on national collections, cultural heritage and property, and First Nations repatriation; and has agency oversight of National Archives of Australia, Bundanon Trust, National Gallery of Australia, National Museum of Australia, National Library of Australia, National Film and Sound Archive, Australian National Maritime Museum and National Portrait Gallery of Australia. The Branch also administers the programs and grants outlined below.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Ann Campton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | n/a |
| Director, Collections Access | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Repatriation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Museums and Cultural Gifts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cultural Property | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Archives and Bundanon Trust | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Collections policy development including promoting best practice to collections management
- Administration of the *Protection of Movable Cultural Heritage Act 1986*, including its export control regime for significant Australian cultural property and protections for illegally imported protected foreign cultural property
- Administration of the National Cultural Heritage Account
- Secretariat to the National Cultural Heritage Committee
- Administration of the *Protection of Cultural Objects on Loan Act 2013* and its associated scheme
- Administration of the Australian Government Indigenous Policy on Repatriation the Indigenous Repatriation Special Account and the Indigenous Repatriation Program – Museum Grants. Facilitation of the repatriation of Australian First Nations ancestors held overseas.
- Secretariat to the Advisory Committee for Indigenous Repatriation
- Agency support and oversight of nine National Collecting Institutions (NCIs): Bundanon Trust; Australian National Maritime Museum (ANMM); Museum of Australian Democracy at Old parliament House (MOAD); National Archives of Australia (NAA); National Film and Sound Archive (NFSA); National Gallery of Australia (NGA); National Library of Australia (NLA); National Museum of Australia (NMA); and National Portrait Gallery of Australia (NPGA)
- Development of NCI digitisation and shared storage strategies
- Review of NCI financial sustainability
- Oversight of NCI capital works
- Administration of the Distributed National Collections program which provides funding for the ANMM-administered Maritime Museums of Australia Project Support Scheme, NLA-administered Community Heritage Grants, and the Australian Museums and Galleries Australia (AMaGA) administered Bursary program
- Administration of the National Collecting Institutions Touring and Outreach program
- Administration of the Australian Government International Exhibitions Insurance program
- Administration of the Visions of Australia regional exhibitions touring program
- Oversight of grant to AMaGA to administer Culture, Heritage and Arts Regional Tourism (CHART) program

- Oversight of a grant to the Abbey Museum of Art and Archaeology in Caboolture, QLD, to assist with operational and staff costs and maintaining the Abbey's educational programs and exhibitions during 2021–22 and 2022–23.
- Administration of the Cultural Gifts Program (CGP)
- Agency support for Bundanon Trust
- Administration of the Expression of Interest Register for positions on arts boards, council and committees

Cultural Policy Strategy and Program Support Branch

Nishi Level 4

The Taskforce is supporting the development and delivery of the Government's new national cultural policy, including conducting nationwide consultation.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Marie Gunnell | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Arts Systems & Program Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Access, Participation & Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Coordinating delivery, reporting and evaluation of the National Cultural Policy — Revive: A place for every story, a story for every place.
- Development of the Arts and Disability Associated Plan
- Policy advice on intergovernmental arts policy issues, including disability, mental health, the multicultural framework other cross government policy matters
- Secretariat support for the Minister's and senior officials' involvement in intergovernmental meetings
- Statistical analysis and research
- Financial operations support: budget, reporting and analysis, program administration and management support and reporting.

Creative Industries Branch

Nishi Level 4

The Branch provides policy advice on the development of creative industries, visual arts and design policy and programs and lending rights programs.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jesse Fatnowna | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Visual Arts and Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Literature | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Artbank | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Standalone Legislation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Australian and Children's Content Review response
- Initiatives to support reading
- Book, writing and publishing industry issues and policy oversight
- Parallel importation restrictions for books (PIRs)
- Indigenous Visual Arts Industry Support program
- Indigenous visual arts policy, including National Indigenous Visual Arts Action Plan 2021–25
- Resale Royalty Right for Visual Artists Act 2009 — policy and oversight, including reciprocal international arrangements
- Visual arts policy oversight, art in self-managed superannuation funds (SMSF) and the Personal Property Securities Act 2009
- Oversight of policy and initiatives in relation to authentic and inauthentic Indigenous visual arts products
- Arts and culture matters in relation to Copyright, Traditional Cultural Expressions and World Intellectual Property Organization (WIPO)
- Artbank
- Public Lending Right, Education Lending Right, Public Lending Right Committee
- Visual Arts and Craft Strategy (VACS) policy – delivered through Creative Australia
- Standalone Legislation to protect First Nations traditional knowledge and cultural expressions

First Nations Languages and Regional Arts Branch

Nishi Level 4

The Branch provides strategic advice on regional and community arts participation policy, funds and programs, Indigenous arts and languages policy and programs, arts and tourism policy, cultural infrastructure related matters, and multicultural arts matters.

| | | | |
|--|------------------|---------------------------|---------------|
| Assistant Secretary | Jake Budd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Arts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages and Arts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Languages Policy Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Art Code Review | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regional Arts policy oversight
- Regional Arts Fund (with Regional Arts Australia and state/territory regional arts organisations)
- Arts and Cultural Tourism
- City and regional deals, Precincts and Partnerships Program liaison
- Population Policy in relation to arts and culture
- Indigenous Languages and Arts (ILA) program
- Indigenous languages and arts policy contributing to whole-of-government agendas including: International Decade of Indigenous Languages; Closing the Gap; Indigenous Advancement Strategy; Indigenous Cultural Policy; Commonwealth reform of Indigenous Affairs; Innovation; and Social and Cultural Determinants of Indigenous Health.
- National Indigenous Languages Report
- ANZAC Centenary Arts and Culture Fund
- Festivals Australia program
- Cultural infrastructure related matters
- Multicultural arts related matters
- Local Government arts related matters
- Review of the Indigenous Art Code

Screen and Arts Workplaces Development Branch

Nishi Level 4

The Branch provides strategic policy advice on measures to foster production activity in Australia and access to Australian content, including: Australian, local/regional and children's content regulation. This branch also provides policy advice on the development of creative and screen sector industries, and agency oversight of Screen Australia and Australian Film, Television and Radio School (AFTRS).

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Rebecca Rush | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | n/a |
| Director, Content | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Screen Incentives | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Arts Workforce Development and Training | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Development and implementation of Australian content obligations for streaming services
- Policy oversight of Australian and children's content requirements for commercial and subscription television broadcasters, which includes oversight of:
 - The Australian Content and Children's Television Standards 2020 (includes first release Australian program quotas); and
 - The New Eligible Drama Expenditure Scheme (spending on subscription TV drama).
- Australian content music obligations
- Audio-visual exceptions in free trade agreements
- Screen production
- Policy responsibility for Australian Screen Production Incentive — Producer Offset, Location Offset and the Post, Digital and Visual Effects (PDV) Offset
- Location Incentive Program
- Film Certification Advisory Board
- Agency governance — Screen Australia; Australian Film, Television and Radio School (AFTRS)
- Ausfilm; Australian Children's Television Foundation
- Parliamentary Screening Program
- Foreign Actors Certification Scheme (Entertainment Visa (subclass 408))
- International Co-production Program — audio-visual (film and television) international agreements (treaties)
- Arts and cultural (including audio-visual) aspects of Free Trade Agreements (FTA)
- Digital games policy
- Digital Games Tax Offset
- Support for national performing arts training schools
- Creative Industries Youth Advisory Group
- Arts workforce policy
- Arts and education policy and programs

This Branch **does not** handle the following issues:

- Copyright Agency (resale royalty) (Creative Industries Branch)
- Productivity Commission Inquiry into Australia's Intellectual Property Arrangements (Department of Industry, Innovation and Science; Attorney General's Department)
- Parallel importation of books (PIRs) (Creative Industries Branch)
- Patents, trademarks and designs (IP Australia).

CORPORATE GROUP

Data, Research, Strategy and Net Zero Division

Alinga G, 5W & 6W, and Northbourne 1E & 2W

The division provides research, data and strategic products and advice to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

| | | | |
|---|-------------------|---------------------------|---------------|
| First Assistant Secretary | Ian Porter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Divisional Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Bureau of Infrastructure & Transport Research Economics (BITRE) and Bureau of Communications, Arts & Regional Research (BCARR)

Alinga 5W

The BITRE and BCARR provides data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our regions, territories and cities.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Head of Bureau | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Infrastructure & Surface Transport Statistics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Research & Modelling | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Road Safety Data Hub & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Regional Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Urban Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications & Arts Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

- Support improvement in road safety outcomes through production of regular road safety statistics, including outcome indicators for the National Road Safety Strategy. Establishing and maintaining an Intergovernmental Road Safety Data Sharing Agreement, and a new National Road Safety Data Hub website.
- Inform analysis of Australian Aviation through production of regular domestic and international aviation statistics (including airline activity, domestic on time performance, domestic airfares index, airfreight, airport traffic and general aviation activity)
- Inform policy development and investment decisions in transport and infrastructure through production of regular statistics on maritime activity, rail activity, and infrastructure including expenditure and revenue
- Inform new policy initiatives and development through harnessing of new and innovative sources of data, and undertaking research into the likely update and impact of new technologies Implement the department's Research Strategy, keeping the bureaux work plan updated with stakeholders appropriately consulted and well informed
- Conduct research and analysis to inform policy, program and service delivery on communications, arts and regional issues and publish findings to promote discussion and debate
- Monitor trends and developments in the communications, arts and regional sectors through production and regular publication of statistics
- Measure the performance of Australia's largest cities through production of regular statistics and analysis
- Providing research, analysis and advice on industry and trends relating to markets within the portfolio, including strategic issues, regulatory trends, international developments and an understanding of emerging technologies
- Monitoring developments in the telecommunications, transport, transport infrastructure and postal markets
- Monthly market update presentations to Departmental staff on news and trends in the telecommunication, transport, transport infrastructure and postal markets.

Data, Systems and Information Management Branch

Alinga 5W, 6W, G, and Northbourne 2W

The Data, Systems and Information Management Branch combines data strategy and policy, the Data Hubs (National Freight and Regional), Geospatial Services and Records Integrity Program and Management.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andreas Bleich | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Geospatial Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Freight Data Hub | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Data Strategy and Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Records Integrity Program and Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch are:

- Provide geospatial analysis and mapping services for department
- Support improvement in the efficiency, productivity, safety and resilience of our freight and supply chains through delivery of the National Freight Data Hub
- Promote better access to quality regional data through implementation of the Regional Data Hub
- Develop and oversee delivery of the department's Data Strategy, in consultation with divisions
- Delivery of a program of actions across the Department to lift the understanding of and adherence to improved records management practices and policy frameworks, including a single records management system in collaboration with the Digital Initiatives Branch.
- Providing records management advice and services including managing the national Archives Digital Continuity 2020 Policy and providing semi-annual indexed file lists for the portfolio (Harradine Senate reports).

Strategy, Economic Policy and Evaluation Branch

Alinga 5E

The branch provides strategic and economic policy advice on priority issues, at the request of the department's Executive, and supports areas of the department to conduct best practice evaluations of policies and programs.

| | | | |
|--|---------------------------|---------------------------|---------------|
| Assistant Secretary | Justin Iu (Manila) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Economic Policy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Policy Projects Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Project Strategy Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key functions of the Branch are:

- Develop and deliver strategic policy advice on priority topics identified by the Executive Leadership Team, working collaboratively across the department.
- Support the Department's evidence base for policy thinking, including by conducting economic analysis.
- Support areas of the department to conduct best practice evaluations of policies and programs.

Net Zero Unit

Northbourne 2E

The Net Zero Unit co-ordinates policy and strategic advice on greenhouse gas emission reduction throughout the department. This includes supporting teams across the department to: decarbonise the transport and infrastructure sectors, transition our regional communities and cities to a net zero future, and build resilience to natural disasters. The Net Zero Unit also contributes to net zero outcomes by working with teams across the APS in achieving the government's emission reduction targets. The Net Zero Unit works in collaboration with divisions, using its resources to enhance and embed ongoing capabilities in line areas.

| | | | |
|--------------------------------|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Unit include:

Policy and Strategy

- Development of a Transport and Infrastructure Net Zero Roadmap and Action Plan to guide long term policy consideration and portfolio strategy.
- Supporting divisions with additional capacity on portfolio net zero priorities, connecting policy areas with new research and translating it into action.
- Developing the early thinking for the 'next phase' of net zero policy and decarbonisation pathways, as well as commissioning data, scientific and/or economic policy papers to support policy development and consider flow-on consequences.
- Building a portfolio strategy that considers the current actions towards net zero, and identifies future policy and program opportunities to form the pathway to net zero in 2050 and achieve the government's policy agenda.
- Partnering to develop internal data and decision-making tools to assist policy areas to consider climate impacts in administering policies and programs.
- Supporting the Infrastructure and Transport Ministers' Meeting and related working groups to develop interjurisdictional transport and transport infrastructure decarbonisation strategies.

Advice and Coordination

- Coordinating departmental advice and input to non-portfolio Australian Government climate change policy development, where an existing departmental lead does not exist or make sense.
- Ongoing engagement with other government agencies and stakeholders to bring operational intelligence into our policy and programs, with regular feedback on this to line areas.
- Managing a single, informed narrative of current portfolio actions for Net Zero, including how to best communicate publicly and across government.
- Maintaining a stocktake across the Department of climate-related policy and program activities.
- Internal communications, reports and updates to increase awareness of existing cross portfolio activities and stakeholder engagements.
- Communities of practice and events to share portfolio knowledge and build capabilities.
- Supporting line areas and the department to assess climate risk and resilience and integrate climate risk and resilience initiatives into policies and programs.

Finance, Budget and Governance Division

Northbourne 2W, 5E & 5W

The Finance, Budget and Governance Division provides high quality advice, frameworks and services to the department's policy areas, Executive, and Ministers to achieve positive and sound outcomes in the delivery of the department's strategic objectives.

The Division supports the department in the preparation, delivery and management of the external and internal budgets including leading the Department's role and activities in the Commonwealth Budget process; coordination, costing and development of New Policy Proposals and Cabinet Submissions; constructing and maintaining the Department's internal Budget; and management of departmental finances such as budgeting, forecasting, costing and average staffing level (ASL) under the Finance Business Partnership Model. While also leading the budget strategy through budget, fiscal and policy advice.

The Division is responsible for managing the department's financial governance framework and financial delegations and providing specialist financial management services, technical accounting advice, specialist advice on financial operations, procurement and contract management advisory services, SAP services and preparation of monthly and annual financial statements. While also providing financial management, governance and procurement advice.

The Division lead's the department's pro-integrity culture to ensure it meets all relevant governance, risk management and assurance requirements including supporting Executive committees, overseeing the Risk Management Policy and Framework and Integrity Strategy, administering the department's disaster preparedness arrangements and managing the internal audit program.

The Division manages the department's Performance Reporting Framework and supports the department to meet its performance reporting obligations. The Division works directly with performance measure owners to ensure measures meet legislative requirements and provide a complete performance picture for the department; as well as overseeing the production of the Corporate Plan and Annual Report.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Chief Financial Officer & First Assistant Secretary | Cha Jordanoski | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Organisational Change Manager | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Budget Engagement and Strategy Branch

Northbourne 5E & 5W

The Budget Engagement and Strategy Branch is responsible for providing specialist financial management services, developing external and internal budgets, strategic financial management on matters such as budgeting, forecasting, average staffing levels (ASL), costing and reporting for Groups and Divisions under the Finance Business Partnership Model.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Mike Hogben | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Budget Strategy | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, External Budgets and Portfolio Engagement for Communications and the Arts (Outcomes 5-6) | s22(1)(a)(ii) | 6163 s22(1)(a)(ii) | s22(1)(a)(ii) |
| External Budgets and Portfolio Engagement for Infrastructure, Transport and Regional Development (Outcomes 1-4) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Budgets | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Finance Business Partner — Chief Operating Officer (COO) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Transport and Infrastructure (TRAIN) | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Finance Business Partner — Territories, Regional, Arts, Cities, Communications (TRACC) | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Budget Strategy

Preparing Portfolio Budget Submissions, assisting policy areas in developing new policy proposals

External Budgets & Portfolio Engagement

- Providing advice on external budget policy and processes; assisting policy areas in reviewing costings for new policy proposals; seeking Constitutional and Legislative Risk Assessments and negotiating costings with the Department of Finance
- Updating budget estimates and preparation of budget documentation
- Coordinating the movement of funds process, operating losses and ASL returns
- Monitoring the Department's overall cash appropriation and seeking Advances to the Finance Minister, if required
- Managing the CFO sign-off of Appropriation Bills, Resourcing tables and ASL return for the Department
- Coordinating other Government reporting processes, including requests from the Parliamentary Budget Office
- Interacting with central agencies, particularly the Department of Finance and the Department of Treasury, in relation to issues affecting the Department.
- Preparation and coordination of Budget documentation such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Providing support and guidance to finance teams in the Portfolio agencies, including in relation to developing new policy proposals and costings

- Portfolio agencies coordination on whole of government requests, such as operating loss requests, movement of funds and ASL returns
- Coordinating portfolio agency input into the Commonwealth budget process
- Provide support and input into reviewing of portfolio agency Board/Council papers with a focus on financial sustainability and other financial issues affecting the agency
- Leading the Portfolio Charging Review
- Interacting with central agencies, particularly the Department of Finance, in relation to portfolio agency issues.

Internal Budgets

- Management of the internal budget framework and processes
- Management of the capital budget allocation and leading the new Departmental Capital Investment Committee processes
- Perform in-year budget reviews to inform internal budget levers and strategies
- Development of internal budget allocations for current and forward years
- Prepare monthly financial report to the ELT
- Administer the Internal Budget Systems
- Implement continuous improvements across internal budgeting systems and processes
- Provide operational and strategic financial support on departmental capital projects.

Finance Business Partners

- Provide strategic financial management advice to Senior Executives and staff on matters such as budgeting, forecasting, costing and reporting
- Develop divisional budgets including supplier and staffing assumptions
- Develop monthly financial forecasts, both operating, capital and staffing
- Track divisional ASL movements and recruitment activity
- Provide monthly financial reports to Group, Division and Branch Executives including an analysis of financial results
- Meet with Senior Executives monthly to go through financial results, forecast updates and budget planning for the next financial year
- Support the development of funding proposals for consideration through the internal budget setting process or Midyear Budget Review
- Enter monthly financial accruals into the financial management system which includes supporting documentation
- Prepare budget and staff transfer documentation to give effect to organisational restructures
- Co-ordinate input into the end of financial year (financial statement) process and ANAO audit requests
- Contribute towards business and operational planning
- Co-ordinate financial input into divisional departmental reporting requirements including the annual report, senate estimates, questions on notice, ministerial briefings and FOI requests.

Financial Management Branch

Northbourne 5E & 5W

The Financial Management Branch provides specialist advice on financial operations, procurement and contract management advisory services and SAP services. the branch is also designing a new user centric service for the department.

| | | | |
|---|--------------------|---------------------------|---------------|
| Assistant Secretary | Jodi George | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Financial Accounting | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Financial Operations | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SAP Services | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| Director, Procurement & Financial Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Financial Operations

- Accounts payable/receivable activities
- Management of travel and credit card activities.

SAP Services

- Support and develop the Department's human resource and financial management information system
- Works collaboratively with key business areas in Finance Branch and Human Resources and Property Branch to maintain and develop the system.

Financial Accounting

- Preparation of the monthly and annual financial statements
- Management of the financial statements audit process
- Providing technical accounting advice
- Management of assets and maintaining the Department's asset register
- Management of the treasury functions, including appropriation drawdowns and cash management
- Performing taxation functions, including: The Business Activity Statement (BAS); and providing advice on Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST)
- Coordination of National Partnership payments to States and Territories through the Treasury

Financial Governance and Procurement

- managing the department's financial management framework, including policies and procedures for managing compliance and non-compliance with the Finance Law
- managing the Gifts and Benefits Register and official hospitality, including reporting of items through Lighthouse
- coordination and provision of advice relating to Accountable Authority Instructions and delegations (including management of the iDelegate system)
- providing complex and non-complex procurement advice and support to divisions, delegates, executive and portfolio agencies
- developing and maintaining procurement guidance and templates, in line with the Public Governance Performance and Accountability Act and Commonwealth Procurement Rules
- developing and running procurement and contract management training for the department's staff and executive
- undertaking statutory procurement reporting for the portfolio

Assurance, Integrity, Risk and Governance Branch

Northbourne 2W

The Assurance, Integrity, Risk and Governance Branch takes the lead in improving the department's integrity capability and capacity to ensure we have a pro-integrity culture and are meeting all relevant governance and assurance requirements.

The Branch delivers a range of enabling services to support and enhance integrity and governance practices across the department including:

- Risk management
- Audit and assurance
- Fraud investigation
- Probity
- Conflict of Interest
- Planning, Reporting and Performance.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Integrity Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, Risk | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | N/A |
| A/g Director, Performance Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Governance | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Integrity Projects

- Deliver a program of actions across the Department to bring a new Integrity Framework to life, including raising awareness and building capability.
- Ensuring the Department's disaster preparedness arrangements are in place and fit for purpose. This includes oversight of the Australian Government Crisis Management Framework (AGCMF).
- Management of the Department's Business Continuity Arrangements to ensure it remains fit for purpose, including maintenance of the Business Continuity Plan, working with business areas on their Critical Function Plans and testing of the arrangements on a biennial basis.
- Implementing the Commonwealth Child Safe Framework.

Audit

- Develop a risk based Internal Audit Work Program and oversee the delivery of internal audits.
- Monitor and report on the implementation of audit recommendations.
- Coordinate Australian National Audit Office (ANAO) performance audits across the Department.
- Develop new governance arrangements for the implementation of parliamentary committee recommendations.

Audit and Risk Committee

- Provide secretariat services for the Audit and Risk Committee, including coordinating appointments, and meeting administration.

Risk Management

- Regularly review and maintain the Department's Risk Management Policy and Framework including risk appetite and tolerance statements and risk tools and guidance.
- Coordinate the development, review and reporting on the Agency Level Risk Register and provide advice on division risk registers.
- Provide advice to divisions on risk management activities.
- Contribute to building organisational risk management capability and develop strategies aimed at enhancing the Department's risk culture.

Fraud

- Regularly review and maintain the Department's Fraud Control Plan and Fraud Risk Assessment.
- Contribute to the prevention, detection and response to potential fraud.
- Preliminary assessment and where appropriate investigation of fraud tip-offs.

CDDA

- oversees claims and Scheme for Compensation for Detriment caused by Defective Administration (CDDA)

Comcover Insurance

- Coordinate the Department's Comcover insurance arrangements including the Comcover insurance renewal, incident notifications and claims management, and coordination of expatriate insurance.
- Provide guidance and advice to Divisions in relation to their Comcover insurance enquiries.

Probity

- Broadening scope and understanding of probity across the Department and Divisions.
- Development and implementation of updated probity resources.
- Provide guidance and advice to Divisions in relation to their probity enquiries.

Governance

- Oversight of the Department's Governance Committee Framework
- Secretariat to the Enabling Committee, Priority and Delivery Committee, COO Committee, Investment Committee,
- Coordination of reporting on Board appointments
- Coordination and provision of advice relating Personal Interests (including Conflict of Interests) declarations
- Managing external enquiries via the client services inbox and coordination of complaints management and oversight of the Client Service Charter
- Coordination of Foreign Investment Review Board and Native Title consultations
- Coordination of the Department's program and portfolio briefing suite (and oversight of Incoming Government/Minister briefing processes)
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from the COO Committee.
- Oversight of any required reporting under the Notifiable Data Breach Scheme
- Provides a conduit for general corporate related enquiries from portfolio agencies and shares relevant information from COO Committee.

Performance and Corporate Reporting

- Management of the Department's annual performance frameworks and development of performance framework documents (performance framework in the Portfolio Budget Statements, Corporate Plan, Portfolio Additional Estimates Statements and the Performance Statements)
- Advice regarding the performance framework with regard to statutory requirements, Department of Finance guidance and ANAO audit reporting
- Production and oversight of the Corporate Plan and the Annual Report
- Coordination of and provision of advice on business planning and associated review processes

IT Division

Northbourne 1W, 4E & 4W

IT Division provides information technology services to the Department and Ministers including application development and support, technology and hardware support, and IT security services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Chief Information Officer | Jeff Goedecke | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Capability Portfolio Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director ICT Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Division include:

ICT Capability Portfolio Management

- Establishment and delivery of an IT Portfolio Management Office

ICT Operations

- Providing a high quality of service delivery across all technology platforms
- Operating and maintaining our ICT infrastructure with partners, including network, databases and applications
- Managing the Department's ICT security environment and compliance in accordance with the requirements of the information security manual
- Coordinating the Department's Disaster Recovery Plans
- Managing the Department's internet presence, including content publishing and platform support
- Providing regional support for ICT Service Operations
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

Digital Initiatives Branch

Northbourne 1W

| | | | | |
|--|--------------------|-------------|---------------|---------------|
| Chief Digital Officer | Alex Clarke | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy, Governance & Change | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Technology Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition Management | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Strategy, Governance & Change

- Developing IT strategies that return maximum benefit to the Department
- Defining the IT Governance and Committee Framework
- Managing the Information and Communication Technology and Property Committee, IT Consultative Committee, and IT Project Governance Board
- Developing change and communication strategies and artefacts for IT projects and activities, with a focus on end users and adoption

Technology Projects

- Delivering IT technology projects for the Department in accordance with agreed project, financial, architecture and security governance frameworks that align with the Department's IT Investment Roadmap
- Consolidating collaboration tools and technical enablers to provide a seamless, consistent user experience for all staff
- Replacing core IT infrastructure assets to maintain a supported and secure environment
- Delivering improvements to IT service resilience and reliability

Major Project Delivery

- Designing and developing the Department's business applications and websites to support the Department's strategic and operational objectives
- Consolidating key corporate applications for the Department in accordance with the Department's IT Strategic Plan

Transition Management

- Developing and delivering the approach to market to source new Infrastructure as a Service (IaaS) and Managed Service Provider (MSP) IT service arrangements
- Leading and managing transitions to new service arrangements

IT Services Branch

Northbourne 4E & 4W

| | | | |
|--|---------------------|---------------------------|---------------|
| Chief Technology & Chief Information Security Officer | Tony Castley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | TBA | TBA |
| Director, End User Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IT Front Door & Architecture | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ICT Procurement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cyber Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, ICT Future Capability | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, ROVER Delivery & Sustainment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

End User Support

- Responding to incidents and requests through the My Services Portal and IT Service Desk
- Supporting the Minister's Office and Department SES through the VIP IT Team
- Managing and resolving end user devices – laptops, mobile phones, printers and VC issues
- Maintaining IT asset stock levels to support new starters and departmental requirements
- Providing Regional Support for end users
- Managing the relationship with the Department's managed services provider to ensure quality outcomes and a strong strategic partnership.

IT Front Door & Architecture

- Development and maintenance of the Information Technology Strategy and Information Technology Investment Plans
- Providing advice and support to business areas developing investment proposals with an IT component (including New Policy Proposals and requests for internal funding)
- Building strong, collaborative business partnerships to support co-design and to identify and define potential IT investment opportunities
- Identifying, assessing and promoting the adoption of fit-for-purpose technology solutions for current and emerging business needs
- Ensuring consistency of IT designs for software and infrastructure across the Department via the IT Architecture Board
- Promoting an architecture-based understanding of existing opportunities, to reuse common capabilities and platforms across the agency

ICT Procurement

- Providing specialist support for contract managers, including contract variation support
- Ensuring ICT contracts and procurements, including hardware, software and services, are managed in accordance with the PGPA Act and provide a maximum benefit to the Department
- Managing and reporting on invoice payments for the Division

Legal, FOI and Privacy Division

Northbourne 6W, Sydney / Melbourne

Legal Services Division provides high quality, technically excellent and timely legal advice, support and services to the Department and the Department's Executive to support business areas to deliver on Departmental responsibilities, accountabilities and strategy, including (where instructed) to assist the Department's business areas in their handling of Departmental legal risk.

| | | | | |
|-------------------------------|--------------------------------|---------------------|---------------|---------------|
| Chief Counsel | Chris (Christine) Burke | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Manager | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Practice Administrator | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Legal Services – Commercial

Northbourne 6W/ Sydney

| | | | | |
|---|--------------------|---------------------|---------------|---------------|
| General Counsel (Commercial) | Reuben Bowd | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer equivalent (Secondee) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | N/A |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Legal Services – Public Law

Northbourne 6W, 6E / Melbourne / Sydney

| | | | | |
|---|-------------------------|---------------------|---------------|---------------|
| General Counsel (Public) | Christie McClure | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Lawyer (Paris-based) | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freedom of Information | s22(1)(a)(ii) | +61 (2) 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |

Key areas for legal advice, support and services for Legal Services Division include:

Provide high quality and timely legal advice, support and services to the Department, which appropriately consider and address legal risk, and take appropriate account of the Department's strategic objectives including in the areas of:

- Administrative Law (e.g. advice on lawful decision making)
- Commonwealth Ombudsman matters
- Constitutional law — tied (advice — para 1, Appendix A, *Legal Services Directions 2017*)*
- Construction
- Employment/Industrial Relations (advice/proceedings)
- FOI
- Grants
- Intellectual Property
- IT/Data Sharing
- Legal claims and civil liability risk (advice)
- Legal training
- Legislative instrument drafting (non-tied)**
- Litigation/Disputes/AAT (proceedings)
- Major Projects
- OAIC matters
- Privacy
- Procurement
- Public Interest Disclosures (PIDs)
- Public international law — tied (advice — para 2, Appendix A, *Legal Services Directions 2017*)
- Real Property
- Statutory interpretation (advice on the meaning of legislation)
- Other Commercial
- Other Public Law (non-tied)

Notes

* under the *Legal Services Directions 2017*, Departmental lawyers are not permitted to provide legal advice on tied matters. Categories of tied legal work are set out at Appendix A of the *Legal Services Directions 2017* and include: advice on constitutional law issues; national security issues; Cabinet work (e.g. on legal advice to be relied on in preparing a Cabinet submission), public international law work and Bills or regulations drafting work¹. All tied matters will be referred by the Legal Services Division to the relevant tied provider (AGS — including outposted officers, Office of International Law, Department of Foreign Affairs and Trade).

** Generally, this work is largely managed by business areas directly with the OPC on a fee for service basis. However, please contact Legal Services Division to ascertain what elements we may be able to assist with.

Legal Services Division may also arrange for the provision of this legal work from other external legal service providers on a fee for service basis, where it does not have capacity, capability, or if appropriate due to risk tolerance.

¹ For the complete list see Appendix A of the *Legal Services Directions 2017*.
MAY 2024 Functional Directory

People, Culture & Change Division

Nishi Level 6

The Division delivers four key functional areas: People through strategic support for employees, managers and department on workforce and staffing matters. Communication and Change through media management, campaigns and strategic communications engagement. Transformation through business improvements, project support and property management. And finally supporting our ministers and the department with Ministerial, Parliamentary and Cabinet services. Our goal is to deliver high quality products and services to our internal and external stakeholders, developing strategies and initiatives collaboratively and delivering the outcomes our stakeholders need.

| | | | |
|---|------------------------|---------------------------|---------------|
| First Assistant Secretary Chief People Officer | Rachel Houghton | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

People Branch

Nishi Level 6

The People Branch provides strategic and operational advice on people related matters. The function is responsible for areas relating to human resources including attraction, retention and recruitment of all personnel, capability development including centrally funded learning opportunities, performance and conduct matters, workforce planning, workforce analytics, pay and employee conditions, workplace relations, work health and safety, case management and early intervention for injured/unwell employees, management of the department's employee assistance program and diversity, equity and inclusion. The area is also responsible for Enterprise Bargaining.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kylie Donovan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Workplace Relations, Payroll & Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Diversity, Equity and Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement & Talent | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Workforce Strategy & Capability | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, WHS, Performance & Case Management | s22(1)(a)(ii) | TBC | TBC |
| Program Management Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- HR strategies, policies and initiatives to ensure a high performing and resilient workforce, including talent and succession management, and strategic attraction and sourcing
- Capability development initiatives including leadership development programs; coaching and mentoring programs, entry level programs, cultural and diversity inclusive programs, resilience and communication skills, policy, regulation and other core skills, and the digital literacy development program
- Human resource services including payroll, employee terms and conditions, recruitment, work health and safety, enterprise agreement negotiation and management, and employment procedures
- Building a high-performance culture through the performance framework and proactive talent and succession management
- Strategic workforce management, analysis and planning including working with managers and staff to plan for current and future workforce needs
- Building sustainable relationships within the Department, across the APS and the HR profession; including regularly scanning the environment and responding to changes to ensure the alignment of HR initiatives with the Department's strategic objectives and outcomes and better practice
- Building a culture of strong engagement, through the Employee Census and our rewards and recognition process. Implementing whole of APS reforms, future of work and legislative changes, including leading flexible working initiatives
- Providing stewardship of APS values; work level standards; employment conditions; diversity and inclusion
- Providing and supporting early intervention and case management of staff with performance or medical issues; and managing code of conduct matters
- Provide workplace relations advice including working with unions, staff and managers to ensure compliance with applicable workplace legislation and policy
- Secretariat support and management of the Department Consultative Committee, Work Health and Safety Committee and the Diversity and Inclusion Committee
- Management, development and implementation of the Department's Diversity, Equity and Inclusivity agenda.

Ministerial, Parliamentary & Cabinet Branch

Alinga 3W & 6W

Ministerial, Parliamentary and Cabinet Branch provides advice, information and services to support policy and program areas, and Ministerial offices across the entire portfolio. The Branch provides support through a range of enabling services in two key areas:

1. Ministerial and Parliamentary Services provides strategic advice on parliamentary business processes, oversees the management and administration of parliamentary workflows including PDMS+, supports the DLO cohort and provides account management and overseas travel support to Ministerial offices.
2. Cabinet, Government-wide Initiatives and Reporting coordinates and supports the portfolio's Cabinet business; collaboratively develops whole of portfolio positions on a range of Government-wide priorities; and supports internal and external reporting

| | | | | |
|--|-----------------|------|---------------|---------------|
| Assistant Secretary | Aaron O'Neill | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Ministerial | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Parliamentary | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Cabinet & Government-Wide Initiatives and Reporting | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| CLO | Cabinet on call | 6136 | s22(1)(a)(ii) | |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Ministerial and Parliamentary

- Parliamentary workflows, including for ministerial submissions, briefs and correspondence.
- Provide advice and guidance on Parliamentary processes.
- Department-wide tabling function (providing advice on the preparation of and process for tabling documents, the department's and our portfolio agencies' Annual Reports, delivering documents to APH for tabling, at times helping divisions with print and package).
- Coordinating the Senate Estimates and Senate Select Committee process and Questions on Notice.
- Recruitment and management of the Departmental Liaison Officers.
- Management and coordination of ministerial international travel for our Portfolio Ministers.
- Providing Legislation Liaison Officer services and supporting the Government's legislation program.
- Provision of Ministerial Offices account management (arranging subscription services, paying invoices, facilitating other office amenities etc.).
- Management and administration of the department's PDMS+ as well as providing helpdesk services and training for departmental users.

Cabinet & Government-Wide Initiatives and Reporting

- Day-to-day handling of the portfolio's Cabinet business.
- Manage the portfolio's Cabinet documents and information.
- Coordinate the circulation of Cabinet documents to policy areas for action and response.
- Provide Cabinet briefing packs for our Cabinet Ministers and Senior Executive.
- Provide advice and support to departmental staff on processes, preparation and timings of Cabinet documents, responses and briefings.
- Distribute international correspondence (DFAT cables) to departmental staff.
- Coordination of policy comments and drafting suggestions for non-portfolio Cabinet Submissions.
- Coordination and development of policy advice to support portfolio Ministers at Cabinet meetings.

- Produces whole-of-department reporting, for both internal and external audiences, on the progress of delivery of Election and Budget Commitments and Charter letter responsibilities.
- Collaborates across the department to develop whole of portfolio positions and decisions on a range of Government-wide priorities, including supporting Senior Executive on Inter-Departmental Fora.
- Promote best practice regulation; prepare reports on the department's regulatory responsibilities; and work externally to support the Government's Regulatory Reform Agenda.
- Deliver collaborative and informed policy advice on multilateral and international engagement issues requiring whole-of-department perspective.
- Facilitating international work on behalf of the department as the first point of contact.

Department Liaison Officers (DLOs)

DLOs are departmental officers who serve as a conduit between the department (including its agencies) and the Ministers' offices. They facilitate a collaborative, responsive and efficient working relationship between the department and the office on policy and administrative matters.

| Minister | DLO | Phone and email |
|----------------------------------|--------------------------------|--|
| The Hon Catherine King MP | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.cking@mo.infrastructure.gov.au |
| The Hon Michelle Rowland MP | s22(1)(a)(ii) s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) dlo.rowland@mo.communications.gov.au |
| The Hon Tony Burke MP | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.burke@mo.arts.gov.au |
| The Hon Kristy McBain MP | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.mcbain@mo.regional.gov.au |
| The Hon Madeleine King MP* | s22(1)(a)(ii) s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) DLOKing@industry.gov.au |
| Senator the Hon Carol Brown | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.brown@mo.infrastructure.gov.au |
| Senator the Hon Anthony Chisholm | s22(1)(a)(ii) | s22(1)(a)(ii) dlo.chisholm@mo.regional.gov.au |

*the Department of Industry, Science and Resources provides DLO support for Minister Madeleine King as that lead agency.

Communication & Change Branch

Nishi Level 5

The Communication and Change Branch provides advice, information and services to support policy and program areas across the entire portfolio. The Branch covers speechwriting services, strategic communication services, media liaison, social media engagement, internal communication, creative services (graphic design, photography and video) and advertising campaigns.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Susan Charles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Executive and Change Communication | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Infrastructure, Communications and Media) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Communication (Regional, Cities & Territories, NWGA, Transport, Office for the Arts, BCARR/BITRE) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internal Communication and Creative Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Campaigns | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Media Duty Officer | TBC | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

- Provision of strategic communication support and advice including the development and implementation of communication strategies/plans for internal and external audiences
- The development of communication products including intranet news, newsletters, social content, web content, editorial, speeches, media releases and editorial
- The administration, development and delivery of Government advertising campaigns
- The delivery of tailored communication solutions for the Department's programs and policies
- The management of the Department's social media channels including the monitoring, content development and analysis
- The management of Ministerial media liaison including media releases, talking points, speechwriting, forewords, video messages
- The delivery of innovative and engaging creative services in graphic design, photography, video production animations and infographics and administration of our YouTube and Vimeo accounts
- The brand manager of the Department's brand, logo and corporate design
- The provision of media monitoring services
- The coordination of high-quality event briefing materials and speaking and meeting briefs for ministers and Australian Government representatives (Infrastructure and Regional Grant Programs only)
- Delivery of internal communications and staff engagement activities and the management of the internal communication channels.
- The provision of advice and guidance relating to change management processes.

Integrated Services Branch

Northbourne 6E & Alinga G

The Integrated Services Branch focuses on a number of core services and projects, including the Future Workplaces Canberra Project, Hire2Retire; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's accommodation footprint, and Protective Security Services.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Sonia Bradley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Project Support Office | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Director, Service Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hire to Retire Project | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Integrated Services Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Property & Office Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Protective Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Directors, Future Workplaces (Canberra) Project (This function reports directly to the Chief People Officer) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Project Support Office

- Lead activities that increase the maturity of our project management practices across the department
- Develop a standardised and scalable approach to project management across the department
- Development and implementation of the Project Management Framework, project management tools and artefacts for use by projects across the department
- Provide guidance, advice and analysis to Project Managers, Senior Responsible Officers and departmental Executive
- Provide monthly project analysis and strategic advice to the Enabling Committee and other governing bodies
- Develop and deliver training and mentoring for Project Managers and Senior Responsible Officers

Service Design

- Lead the Capability Priorities Program, including:
 - Analysis of the actions proposed through the Capability Review, Census and Corporate Group Strategy to determine what work is in-flight or can be delivered as business as usual, and what is new work.
 - Develop a set of Design Principles and Assessment Criteria to prioritise proposed new work.
 - Develop three implementation options (bronze, silver, gold) and associated roadmaps for Executive Leadership Team consideration.
 - Develop an Evaluation and Monitoring Framework to enable strategic oversight of priority initiatives and their performance against the proposed outcomes.

Hire to Retire Project

- The H2R Project Phase 2 will improve processes, delivery and user experience across the end-to-end employee lifecycle. This includes recruitment, onboard, staff move and offboard stages. Short term deliverables are set for FY 2023-24, across 3 workstreams. This will enable Phase 3 pending investment and technology. The project is using a service design approach, agile lite methodology and supported by a multidisciplinary team.
- For short term deliverables (FY23-24), the project will:
- Deliver recruitment and onboarding business improvements addressing pain points from Phase 1 & recruitment review recommendations without a technology dependency.
- Develop process maps, measurable services standards, T&Cs and service level agreements for recruitment and onboarding that are published and communicated.
- Develop business requirements, future state journey maps for recruitment, onboard, staff move and offboard stages, and H2R capability development to inform short- and long-term IT roadmaps. NB: Work completed in workstream 3 will enable workstream 2 throughout FY 2024-2025 and FY 2025-2026.

Integrated Services Engagement

- Delivers the Integrated Services Engagement service offer to help improve the way Corporate Services are delivered to our State & Territory Offices, and how the Divisional Support Network (DSN) works with Corporate, including:
 - Facilitate improvements to how Corporate and Divisional Support service offers are defined, providing greater clarity, and access to, this information for staff;
 - Manage and run the Divisional Support Forum, ensuring it provides a dynamic and useful departmental forum for Corporate services and the DSN to connect, engage and share information with each other;
 - Manage the department's Corporate Coordination Calendar, including monitoring and evaluation activities ensuring it remains relevant and user-friendly for staff; and
 - Facilitate the design and process improvements of Corporate coordination requests sent by Corporate service teams to the DSN.
 - Manage and run the National Roundtable Forum, ensuring it provides a dynamic and useful departmental forum for staff involved in the Corporate Liaison Network (CLN) to connect, engage and share information with each other;
 - Coordinate the timely and quality delivery of corporate services for the department's State & Territory Offices

Property Services

- Leasing, management and maintenance of the Department's tenancies.
- Management and development of the Department's accommodation planning and strategies.
- Management and planning office accommodation and divisional accommodation footprints.
- Project management and coordination for new office fit-outs, changes to office fit-outs and major staff relocations.
- Management of building related emergency management procedures, emergency wardens and training.
- Management of the Departments switchboard, warehouse and mailroom services.

Protective Security

- Developing and implementing policies, plans, guidelines and standards to ensure physical and personnel security compliance within the Department
- Managing our obligations under the Protective Security Policy Framework (PSPF), in consultation with IT Security, HR and Finance teams
- Operating and maintaining building security functions and alarms with partners including guards
- Managing the Department's personnel security clearance functions and obligations, including short-term access and the Department's pre-employment screening function.

- Management of building access controls including the issuing of photographic building access passes
- Responsible for identifying, advising, and minimising personnel and physical security risks.

Future Workplaces (Canberra) Project

- Management and delivery of project seeking to consolidate all Canberra staff into a single building.
- This project includes:
 - Procurement of a new Canberra workplace
 - Contract management and delivery of new Canberra workplace (once procured)
 - Staff engagement, consultation and change management to support new ways of working
 - Engagement with enabling services and business areas to ensure the new workplace meets the department's functional requirements
 - Ensuring Canberra staff are transition ready and supported to shift to the new accommodation with new ways of working

TRANSPORT GROUP

TRANSPORT AGENCY CONTACTS

Domestic Aviation & Reform Division

Alinga 4W

The Domestic Aviation and Reform Division provides advice to the Government on the policy and regulatory framework for the Australian aviation and airports industries.

Work includes environment and airport regulation, Aviation White Paper, domestic aviation programs and PFAS investigations.

| | | | |
|--|-------------------------|---------------------------|---------------|
| First Assistant Secretary | Stephanie Werner | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Domestic Policy and Programs Branch

Alinga 4W & 4E

The Branch administers a number of regional aviation programs. Programs include:

- the Remote Air Services Subsidy (RASS) Scheme which subsidises weekly flights to remote communities and stations, including Indigenous communities; and
- the Regional Airports Program, the Remote Airstrip Upgrade Program, the Remote Air Services Scheme, and the Remote Aerodrome Inspection Program, which are enhancing the safety and accessibility of airports and aerodromes in regional and remote areas, and supporting connectivity to communities; and
- the payment scheme for Airservices Australia's enroute charges (Enroute).
- the Sydney Demand Management and Economic Regulation Section has a focus on managing and modernising the demand management framework at Sydney Airport.

The branch is also responsible for work on women in aviation, sustainable aviation fuels, a Jet Zero style council, regional evaluation, program reporting and domestic aviation policy.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Ben Vincent | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic Aviation Economic Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Domestic and Regional Aviation Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Aviation Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Domestic Policy and Women in Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Administering aviation security screening cost grant programs, including the Regional Airports Screening Infrastructure and Domestic Airports Security Costs Support programs.
- Liaison with the Department of Home Affairs for security screening implementation and costs, including consideration of options for longer term regional airport security cost support.
- Portfolio input on aviation security implementation, management and cost matters.
- Portfolio participation in aviation security industry for a.
- Managing a number of grant and funding assistance programs to support airports and remote communities who rely on airports for connectivity to goods and services including medical services. These programs include the:
 - Regional Airports Program and the Remote Airstrip Upgrade Program providing grant assistance to the owners of regional and remote airports and aerodromes for infrastructure upgrades to improve access and safety.
- Managing the Remote Air Services Subsidy (RASS) Scheme that subsidises a regular weekly air transport service for the carriage of passengers and goods such as educational materials, medicines, fresh foods and other urgent supplies to around 270 remote and isolated communities and stations (mostly cattle stations) as well as some 86 Indigenous communities of Australia.
- Managing the payment scheme for Airservices Australia's enroute charges (Enroute) which supports air transport links to regional and remote communities by reimbursing a portion of Airservices Australia Enroute navigation charges for eligible flights.

- The ASU provides business services and coordination support for Domestic Aviation and Reform Division and International Aviation, Technology and Services Division, and is responsible for providing oversight and management of business and corporate activities, including: financial management and reporting; HR functions; governance; planning and reporting; property and accommodation; and divisional coordination activities.
- Advice to Government on domestic aviation issues, including: competition, how the aviation sector can contribute to the Government's legislated commitment to reduce emissions, and the Civil Aviation Carrier Liability Act.
- Overseeing and administering the Women in the Aviation Industry Initiative, which includes working with aviation specialists to deliver events and projects that will encourage young women and girls to pursue a career in aviation and support women already working in the industry or considering a career transition.
- Administering a grant to Hobart Airport for the Hobart Airport Runway Upgrade project.
- Work on a Jet Zero-style council.
- Work on Sustainable Aviation Fuels policy.

Aviation White Paper Taskforce

Alinga 4W

The Aviation White Paper Branch is responsible for overseeing and progressing the development of the Government's Aviation White Paper.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Kai Everist | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Assistant Secretary | Brendon Buckley | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Net Zero, Regional & General Aviation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safety, Security, Airspace & Emerging Tech | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Aviation White Paper Project Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Progressing development of the Government's Aviation White Paper.

Airports Branch

Alinga 4E

The Airports Branch provides government policy and regulatory advice on matters relating to the 21 operational federally leased airports. A key role for the Branch is to ensure airports are complying with these requirements to the benefit of airport users and the broader community.

| | | | |
|---|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, VIC/TAS Airports and Economic Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South, West and NSW Airports and Noise | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, QLD/NT Airports and Airport Building Control | TBA | | |
| Director, Airports Law Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Protection & Airport Safeguarding | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Analysis and advice to Government on requirements under the *Airports Act 1996* (the Act) and associated regulations, in particular the assessment of airport Master Plans and Major Development Plans.
- Working with stakeholders to administer the requirements of the Act.
- Representing the Department at Planning Coordination Forums and Community Aviation Consultation Group meetings, which are key engagement activities run by federal leased airports to help achieve a balance between community and private sector interests in the operation of airports.
- Oversight of compliance with head leases at leased federal airports.

VIC/TAS Airports and Economic Regulation

Responsible for:

- Oversight of federally leased airports in Victoria and Tasmania.
- Regulating the financial obligations of federally leased airports to ensure compliance with other fiscal governance related obligations for all federally leased airports. This includes:
 - The administration of ex gratia payments by federally leased airports in lieu of land tax and rates
 - Ownership and control reviews to ensure compliance with ownership regulations under the *Airports Act 1996*
 - Oversight of the tripartite deeds some federally leased airports have entered into with their financiers and the Commonwealth, including annual reporting requirements and financial assessments.

South West and NSW Airports and Noise Section

Responsible for:

- Oversight of federally leased airports in NSW, South Australia, Western Australia and the ACT.
- The management of aircraft movements through curfew Acts and Regulations for Sydney, Essendon Fields, Gold Coast and Adelaide airports
- The management of aircraft noise for international, domestic, remotely piloted aircraft and general aviation aircraft operating at federally leased airports
- Administration of the liquor licensing regime at Sydney, Bankstown, and Camden airports
- Administration of grandfathered gambling at Parafield Airport.

QLD/NT Airports and Airport Building Control

- Responsible for: Oversight of federally leased airports in Queensland and Northern Territory
- Oversight and enforcement of Airports (Building Control) Regulations 1996, advice to the Airport Building Controller Network and support for the ABC Online building application portal
- Parking Infringement Notice Scheme utilised at some leased federal airports
- Secretariat for the Brisbane Airport Community Airspace Advisory Board and engagement on aircraft noise issues around Brisbane Airport
- Oversight and advice on PCF and CACG requirements.

Airports Law Design

Responsible for:

- Stewardship of legislative change for the Domestic Aviation and Reform Division – ensuring that legislative measures are delivered on time by assisting policy teams to plan measures, providing a secretariat function for the Domestic Aviation Legislation Program Board, reporting to the Board, monitoring risks to agreed timelines, and communicating with relevant policy teams about opportunities for reform.
- Law design for certain legislative instruments under the *Airports Act 1996*, *Air Navigation Act 1920* and *Sydney Airport Curfew Act 1995* – including preparation of drafting instructions and facilitation of legislative change for the Airports Branch, maintaining guidance documents to assist policy teams navigate the legislative process, and providing general advice to other teams within the Domestic Aviation and Reform Division.

Airspace Protection & Airport Safeguarding

Responsible for:

- The protection of airspace for Federal Leased Airports in accordance with the International Civil Aviation Organization standards for safety, efficiency and regularity as implemented through the Airports Act 1996 and Airports (Protection of Airspace) Regulations 1996.
- Informing State/Territory and Local governments land-use planning and development decisions in the vicinity of airports to ensure compatibility with airport operations and consistency with the National Airport Safeguarding Framework (NASF).
- Secretariat for the National Airports Safeguarding Advisory Group.
- The Aviation Application Workflow System (AAWS), an IT based management system to upgrade and automate the workflow of applications and regulatory decisions associated with the protection of airspace and other functions across the Division, to replace manual procedures that are no longer fit for the current environment.

Airport Environment

Alinga 4W

The Airport Environment Branch is responsible for providing policy advice on matters relating to environmental management at leased federal airports. The Branch includes a network of Airport Environment Officers responsible for regulatory oversight of the airports and is also responsible for delivering the Government's Per- and Poly- Fluoroalkyl Substances (PFAS) Airport Investigation Program.

| | | | |
|--|---|--|------------------------------------|
| A/g Assistant Secretary | s22(1)(a)(ii) (until 13 May) Tori Wright | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, PFAS Program Management and Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, PFAS Strategic Policy, Procurement & Investigations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBA |
| Director, PFAS Program Governance and Technical Advice | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environmental Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Regulating environmental management at leased federal airports under the Airports (Environment Protection) Regulations 1997
- The sunset review of the Airports (Environment Protection) Regulations 1997
- Developing regulatory policies and guidelines
- Delivery of the Government's \$130.5 million PFAS Airports Investigation Program
- Contributing to whole-of-government activities to address PFAS contamination, and supporting management of PFAS at leased federal airports and other sites.
- Engaging in complex legal matters to formulate a policy plan with consideration of significant legal and reputational risks to the Government.

International Aviation, Technology & Services Division

Alinga 4E & 6E

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international as well as domestic elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, future technologies, economic regulation, airport planning and development, environmental management, Australia's participation in ICAO and bilateral international air services agreements.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Richard Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Safety & Future Technology Branch

Alinga 6E

The Safety and Future Technology branch is responsible for providing policy advice on airspace issues, and coordinating the Government's response to emerging technologies such as drones. The branch also undertakes the Department's side in governance arrangements for Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB), and provides secretariat services for a number of aviation policy advisory bodies.

| | | | |
|---|------------------|---------------------------|---------------|
| Assistant Secretary | Naa Opoku | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Agency Engagement and Emerging Technology Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Flight and Airspace Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National Emerging Aviation Technologies Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Agency Review | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Advanced Air Mobility Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Agency Engagement and Technology Programs

- The Agency Engagement and Emerging Technology Programs section undertakes governance, oversight and engagement activities in relation to aviation Portfolio agencies: The Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Transport Safety Bureau (ATSB) to ensure their operations align with the Government's aviation policies
- The team is also responsible for developing and delivering the Emerging Aviation Technology Partnerships (EATP) program. The program supports strategic partnerships between Government and industry to further the development and uptake of emerging aviation technology and enhance the supporting regulatory framework.
- The team is working closely with Australian Government and emerging aviation technology industry stakeholders on program design and implementation.
- The team provides secretariat support to the Aviation Policy Group and Aviation Industry Group.

Flight and Airspace Policy

- Leads and supports legislative and regulatory reform in consultation with Portfolio agencies.
- Development and review of General Aviation policy and coordination of aviation sector input into government policies.
- Ongoing engagement with industry, Commonwealth and international stakeholders on matters related to General Aviation, airspace and regulatory reform.
- Provides secretariat support for the General Aviation Advisory Network and the Aviation Access Forum.

National Emerging Aviation Technologies Policy

- The National Emerging Aviation Technologies (NEAT) Policy Section is responsible for the development of policy and programs regarding new innovations in aviation, such as the increasing use of drones.
- The team is responsible for coordinating Australia's whole-of-government policy for the sector, including:
 - the development of Australia's Uncrewed Traffic Management (UTM) system
 - security and counter-drone capabilities, including a National Drone Detection Network.
 - development of a Drone Rule Management System to coordinate rules across jurisdictions.
 - noise regulation for drones and eVTOLs
 - privacy issues
 - new transport infrastructure for emerging aviation technologies
 - international engagement on these issues
- The team is also responsible for coordinating whole-of-government Advanced Air Mobility (AAM) policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector. AAM is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- Additionally, the section manages a number of ongoing stakeholder consultation forums with Commonwealth, state, territory and local governments, industry, relevant Australian Government agencies and international stakeholders on all matters related emerging aviation technology.

Transport Agency Review

- The newly formed Transport Agency Review Section is responsible for managing the funding and operational review of the Civil Aviation Safety Authority (CASA), the Australian Transport Safety Bureau (ATSB), and the Australian Maritime Safety Authority (AMSA).
- The team is responsible for providing secretariat and advisory support to the review, as well as timely and accurate advice and reporting to the senior executive and ministers on the review's progress. The team maintains close engagement with CASA, ATSB and AMSA representatives, and with other transport stakeholders.
- The team will also play a key role in implementing the review's findings as part of the 2024-25 Budget process.

Advanced Air Mobility Policy

- Advanced Air Mobility (AAM) is an emerging aviation sector that will utilise new aircraft types to transport people and goods.
- AAM may have a transformative impact on short to medium range air transport, as reduced costs and environmental impacts significantly expand the potential market for aviation.
- Significant regulatory and policy development is required to support new operations and integrate them with traditional aviation.
- The AAM Policy team is responsible for coordinating whole-of-government AAM policy and managing the sector's impacts on communities and industry. This includes developing an AAM Strategy to set out the work Government will do in the short, medium and long-term to enable the sector.

International Aviation Branch

Alinga 4E

The Branch is responsible for providing international aviation policy advice, the economic regulation of international aviation, the negotiation and administration of international air service agreements, Australia's International Civil Aviation Organization (ICAO) Mission, the coordination of Australia's broader engagement with ICAO including on environmental issues, and the oversight and coordination of international aviation programs.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| Assistant Secretary | Jim Wolfe | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Asia Pacific, Environment & Facilitation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Policy & Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, International Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Transport Counsellor (Indonesia) | s22(1)(a)(ii) | +62 21 s22(1)(a)(ii) | s22(1)(a)(ii) |
| ICAO Council Representative Australian Permanent Mission to ICAO | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Air Navigation Commissioner | s22(1)(a)(ii) (Montreal — Canada) | 6136 s22(1)(a)(ii) | N/A |
| Director, International Air Services Commission (IASC) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Administration and economic regulation of international airlines including timetable approvals and variations, changes to international airport designations and redevelopments, and international airline licenses, consistent with the *Air Navigation Act 1920* and regulations
- Strategic international aviation policy advice on the international aviation industry and regional and global issues
- Bilateral air services negotiations and the establishment of forward negotiating priorities to support growth in the aviation sector and meet emerging priorities
- Assessing airport proposals to introduce new international services under the framework for the provision of border services at new and redeveloping international airports
- Coordinating the development, finalisation and monitoring of implementation of an updated Australian State Safety Program and inaugural National Aviation Safety Plan
- The coordination of Australia's engagement with ICAO including responses to ICAO State Letters and other issues covering international aviation safety, air navigation, economic, environmental and facilitation issues
- Representing Australia's aviation safety, air navigation, security, environmental, economic and facilitation interests on the ICAO Council and providing technical and operational advice on the ICAO Air Navigation Commission, both roles provided by the Australian ICAO Mission based in Montreal
- The management, coordination and implementation of the Indonesian Transport Safety Assistance Package (ITSAP) and Papua New Guinea transport capacity and capability building programs, and the provision of policy advisory support to Papua New Guinea's transport sector agencies
- The IASC is an independent statutory agency established by the *International Air Services Commission Act 1992* (IASC Act). While the work of the IASC is separate and independent from the Department, it entered into a

Memorandum of Understanding with the Department whereby the latter provides budgetary, staffing and other forms of support to enable the IASC to discharge its functions

- The IASC's primarily responsibility is to serve the object of the IASC Act by allocating capacity entitlements to Australian carriers to enable them to operate scheduled international air transport services.

Western Sydney Airport Regulatory Policy Branch

Alinga 6E

Western Sydney Airport Regulatory Policy Branch supports the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI) due to be completed in 2026. This includes oversight of the Western Sydney Airport Plan and fulfilment of a number of conditions including the design of complex airspace and flight paths, environmental assessment processes, biodiversity offset implementation, development of a noise amelioration approach, Aboriginal Keeping Place consultation, and community engagement and communication regarding flight paths. In addition, the Branch also liaises with the NSW Government on related land use planning considerations, manages regulatory and legal matters relating to WSI construction, including property matters, and undertakes procurement management.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | David Jansen | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Policy, Programs & First Nations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Airspace Design | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Stakeholder Engagement & Regulatory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Environment & Land | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Lead the development of the airspace design for the development of the Western Sydney International (Nancy-Bird Walton) Airport (WSI), including:
 - Responsibility for the Joint Implementation Group, Technical Working Group, Defence Airspace Technical Working Group, and the Expert Steering Group
 - Development of the Plan for Aviation Airspace Management, and associated technical studies, and
 - Environmental assessment and community consultation.
- Community and industry stakeholder engagement focussing on the airspace design including policy and support for the Forum on Western Sydney Airport.
- Regulatory and legal compliance with legislation and policies, including the Western Sydney Airport Plan.
- Land transactions for the WSI.
- Land use planning and airport safeguarding in relation to WSI.
- Project Steering and procurement to support the Branch's outcomes and to deliver efficient, quality and timely deliverables.
- Environmental policy and compliance including to manage Environmental Impact Statements, and sustainability matters.
- Development and delivery of a Noise Insulation and Property Acquisition Policy for WSI.
- Managing the Airport Environment Officer and Airport Building Control functions for WSI
- Delivery of the Biodiversity Offset Delivery Plan for WSI, including compliance with the Western Sydney Airport Plan conditions, procurement of biodiversity credits, oversight of the Department's offset at Defence Establishment Orchard Hills, and seed programs.
- Delivery of the Aboriginal Keeping Place for WSI, and current chairing of Western Sydney First Nations Consultation Government Working Group.

Surface Transport Emissions and Policy Division

Alinga 2E

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

| | | | |
|--|--------------------|---------------------------|---------------|
| First Assistant Secretary | Paula Stagg | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/PDMS Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Business Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Land Transport Policy Branch

Alinga 2E

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety and modernisation of disability standards in the transport sector. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

| | | | |
|---|-------------------|---------------------------|---------------|
| Assistant Secretary | Sally Todd | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Rail Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Disability and Transport Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Freight and Supply Chain Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle Road Market Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Heavy Vehicle National Law Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Rail Policy

- Lead the Commonwealth's engagement on rail industry policy.
- This includes key rail policy deliverables, including:
 - the National Rail Action Plan; and
 - the National Level Crossing Safety Strategy.
- Lead engagement with the Office of the National Rail Safety Regulator (ONRSR) and rail industry associations.
- Lead engagement with the Australian Transport and Safety Bureau on the rail policy/legislation related issues.
- Oversee and manage the Regional Australia Level Crossing Safety Program, including implementing the Level Crossing Research and Innovation Grant and Data Improvement Grant; and work closely with departmental colleagues on the communication campaign and infrastructure improvements components of the program.

Disability and Transport Standards

- Develop and provide policy advice on disability accessibility of public transport, including:
 - Co-leading the process to reform the Disability Transport Standards; and
 - Developing guidance for industry and people with disability on the Transport Standards
- Administer the Disability Standards for Accessible Public Transport 2002 (Disability Transport Standards) made under the *Disability Discrimination Act 1992*.
- Deliver 5-yearly reviews of the Disability Transport Standards and Government responses to the reviews.

Freight and Supply Chain Strategy

- Lead the review of the Australian Freight and Supply Chain Strategy (Strategy) and development of a Refreshed strategy.
- Lead the implementation of the current the Strategy and National Action Plan including:

- Delivering actions under the Strategy to improve the performance of Australia's freight system, including the delivery of National Urban Freight Planning Principles and delivery of international supply chain benchmarking;
- Contributing to, and coordinating the annual reporting of national freight performance outcomes to Infrastructure and Transport Ministers. This includes supporting the Industry Reference Panel to provide advice to governments and industry are delivering commitments under the Strategy;
- Develop policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.

Heavy Vehicle Reform

- This team leads cross-jurisdictional efforts on a package of measures known as [Heavy Vehicle Road Reform](#) (HVRR), that aim to change the way heavy vehicle charges are set and invested.
- Work with the National Transport Commission to advise on setting heavy vehicle charges under the current 'PAYGO' system.
- Co-ordinate and provide policy advice on low and zero emissions vehicles road user charging issues, including engagement with states and territories and other government agencies.
- Responsible for the reform of the Heavy Vehicle National Law (HVNL), following the 2020-21 Review. The team:
 - provides the secretariat for the HVNL Reform Implementation Steering Committee, which is chaired by the Secretary.
 - provides a program management function to ensure the package of 45 reforms is delivered in line with the direction of Ministers and to the agreed timeframes. This includes working with the National Transport Commission, the National Heavy Vehicle Regulator (NHVR) and state/territory road agencies to progress the reform agenda.
- Oversight of corporate governance of the NHVR, including advising the Minister and executives on the NHVR's corporate plans, annual reporting and engagement on heavy vehicle policy.
- Work with the NHVR to oversee delivery of the Heavy Vehicle Safety Initiative Program and the Strategic Local Government Asset Assessment Program.

Maritime & Shipping Branch

Northbourne 6W

The Maritime and Shipping Branch leads on Australian shipping and ports policy and manages the associated legislative program. It also advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is responsible for coastal shipping, maritime supply chain resilience and cyber and environmental incidents in the maritime context. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the *Australian Maritime Safety Authority Act 1990*. The Branch works closely with industry stakeholders and other Commonwealth agencies.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Megan Scott | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regulation and Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Trade and Digital | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legislation and Safety | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regulation and Programs

- Regulate international liner shipping services to Australia for the benefit of Australian shippers
 - Administer *Part X of the Competition and Consumer Act 2010*
 - Engage with peak shipper bodies, shipping industry and other interested parties, and government agencies, including Treasury and the ACCC
- Regulate shipping tax incentives to promote Australian shipping and development of maritime skills
 - Administer the *Shipping Reform (Tax Incentive) Act 2012*
 - Manage the MOU on data exchange with the ATO
 - Collaborate with the ATO on shipping tax incentives matters
 - Engage with shipping industry and government agencies including Treasury
- Regulate coastal shipping with the Shipping Business Unit as the primary point of contact
 - Administer the *Coastal Trading (Revitalising Australian Shipping) Act 2012* and the *Coastal Trading (Revitalising Australian Shipping) Regulation 2012*
 - Manage the operation and resourcing of the Shipping Business Unit to ensure it meets its service charter.
 - Engage with commercial shipping industry who engage in coastal trading, maritime unions and other interested parties, and government agencies.
- Manage the Tasmanian Freight Equalisation Scheme and the Bass Strait Passenger Vehicle Equalisation Scheme
 - Manage the relationship with Services Australia through a Statement of Intent and Services Schedule for effective delivery of the two programs.
 - Engage with Tasmanian business and other interested parties, the Tasmanian government and other government agencies
 - Develop policy and costing/budget proposals as required.
 - Collaborate with BITRE on data reporting and management, and program monitoring.

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Trade and Digital

- Leading maritime trade policy advice which enables the Australian maritime transport sector to keep pace with international trends;
 - Free Trade Agreements
 - Engage with IPEF, APEC and ASEAN on Digital Maritime issues
- Embedding digital technology in maritime transport policy and regulatory functions which improves the long-term effectiveness and efficiency of supply chain networks;
- Input into supply chain and MERNAP regarding maritime digital policy Deliver Maritime Single Window First Pass Business Case to 2024-25 Budget
- Scoping the Maritime Single Window
 - Undertake procurement
 - Stakeholder engagement and secretariat
 - Work with ABF, DAFF, AMSA
- Progressing and coordinating policy advice in relation to international standards (Convention on Facilitation of International Maritime Traffic) as it relates to the maritime transport sector;
- International Maritime Organisation (IMO) FAL Convention and Expert Group on Data Harmonization
 - Manage amendments to the Convention on Facilitation of International Maritime Traffic, 1965
 - Represent Australia at FAL Committee and Expert Group Data Harmonization meetings
 - IHO relationship management
- Working and engaging with other Commonwealth agencies responsible for security related matters as it relates to the maritime transport sector.
 - Liaise with Reducing Surface Transport Emissions branch on Green and Digital Shipping corridors
 - Participate in Inter-governmental working groups including the Trade Technology Working Group
- Engaging with Simplified Trade System
 - Act as liaison and representative to STS Taskforce
- Maritime Cyber Security
 - Home Affairs and ports engagement
 - MSW cyber responsibilities

Legislation and Safety

- Management of maritime legislative and regulatory agenda, including oversight and coordination of all maritime legislative amendments, and working closely with the Operations Policy Section, the Regulation and Programs Section, and AMSA to develop proposed amendments. Working with AMSA to develop and implement maritime safety policy for international shipping
- AMSA Governance and oversight, including AMSA liaison, policy oversight and governance arrangements under the *AMSA Act 1990* (AMSA board appointments, AMSA Statement of Expectations, and managing cost recovery legislation for AMSA's international and domestic functions)
- International Maritime Organization (IMO), including an engagement strategy, progress and assess international maritime agreements, treaties and conventions on safety matters, IMO Conventions, and implementation of actions coming out of the IMO Member State Audit Scheme
- Domestic Commercial Vessels – Safety, namely the implementation of outcomes following the Review into Domestic Commercial Vessels (DCVs)
- Carriage of Goods at Sea legislation
 - Finalise review of CoGSA amendments
 - Norfolk Island Carriage of Goods at Sea engagement

Policy and Strategy

- Develop and implement a holistic port engagement strategy
 - Explore whole-of-system issues and strategies/levers available to the Commonwealth to achieve its objectives for the national ports system.
 - Align with whole of government strategies such as the National Freight and Supply Chain Strategy
- Maritime Operations and ports policy
 - Monitor issues that impact ports operations such as biosecurity, security, incidents, industrial action
 - Contribute to supply chain agenda from a maritime perspective
 - Seafarer welfare support including liaison with FWO and DEWR on industrial relations and workers insurance
 - Primary contact with Ports Australia for Working Groups
- Supporting offshore maritime policy development
 - Provide advice on offshore renewable zones for wind and contribute to the Commonwealth offshore wind enabling infrastructure working group
 - Guidance on Oil and Gas decommissioning including disposal of the Northern Endeavour
 - Manage relationships with DCEEW and DISR
- Ports development
 - Administer the New and Redeveloping Ports framework for sea ports
 - Identify the pipeline of sea port projects that with impact border agencies future budget position
 - Continue to manage the Ports Reference Group within DITRDCA
 - Consider framework in line with aviation review from an airport perspective
- Shipping Policy
 - Coastal Trading Act policy responsible
 - Coordination point in Maritime and Shipping for the review of the Coastal Trading and Shipping Register Acts in support of the Strategic Fleet implementation
- Implement revised National Plan for Maritime Environmental Emergencies
 - Facilitate consideration through ITSOG and ITMM
 - Consider existing mechanisms such as National Coordination Mechanism and the Australian Government Crisis Management Framework

Strategic Fleet

Alinga 3W

The Strategic Fleet Branch provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Andrew Johnson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategic Fleet Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Fleet Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Strategic fleet policy
- Leading implementation of Strategic Fleet Taskforce recommendations
- Engagement with other Government agencies on implementation of the Taskforce recommendations.

Transport Market Reform & Technology Branch (incorporating the Office of Future Transport Technology)

Alinga 5E

The Transport Market Reform and Technology Branch leads delivery of a complex set of reforms to prepare for the arrival of connected and automated vehicles and other transport innovations, manages engagement in a range of key international forums, provides the secretariat support to the Infrastructure and Transport Minister Meetings (ITMM) and related forums, provides oversight and support to several transport bodies and is delivering the National Heavy Vehicle Charging Pilot. New and emerging technologies can have significant benefits, and delivering these major reforms are critical to achieving the safety and productivity gains. The branch works closely with industry, the National Transport Commission, state and territory governments, academia and Austroads, as well as various international policy and regulatory fora. Transport Market Reform and Technology Branch includes the Office of Future Transport Technology (OFTT), which provides strategic leadership and coordination to support the safe and legal deployment of future land transport technologies in Australia.

| | | | |
|---|-------------------------------------|---------------------------|---------------|
| Assistant Secretary, Head, Office of Future Transport Technology | Mike Makin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Heavy Vehicle Charging Pilot | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Co-Directors, Automated Vehicle Regulation (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| | s22(1)(a)(ii) (Legislation lead) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transport Technology and Policy (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Connected and Automated Vehicle Policy and Partnerships (OFTT) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Secretariat for Infrastructure and Transport Ministers | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key functions of the Branch include:

National Heavy Vehicle Charging Pilot

- The team is partnering with industry to deliver heavy vehicle on-road trials to test alternative ways to charge vehicles for road use as part of the Heavy Vehicle Road Reform program of measures. These alternative ways will explore how government and industry can work together to deliver a more transparent and fairer way of charging which better reflects the impact of heavy vehicles travelling on Australian roads
- The team is currently working on Phase 3 which is testing in-vehicle telematics systems. The Pilot is testing direct road use charging options using distance, mass and location to show trial participants how an alternate direct charge may work
- The team is responsible for policy advice on direct heavy vehicle road user charges and on how technology may be used to gather data and generate payment invoices for a future charging system. The team also engages with state and territories, other Commonwealth agencies and international organisations on direct road user charging matters.

- The team's functions also include coordinating the Departments engagement in work, particularly by Austroads, in relation registration and licensing issues and overseeing the governance and corporate operations of the National Transport Commission.

Automated Vehicle Regulation (OFTT)

- The team is leading the development of the legislative and regulatory architecture to support the on-road deployment of automated vehicles (AVs) in Australia, including:
 - development of options for the design of a new national AV in-service safety regulatory function
 - instructing Parliamentary Counsel on the development of, a new national AV safety law, which will establish the national regulator
 - development of an Inter-Governmental Agreement (IGA) to support the new national law and the broader framework for the regulation of automated vehicle safety in-service
 - public consultation on the automated vehicle regulatory framework
- The team leads input and briefing on the broader automated vehicle regulatory framework, including developing nationally consistent amendments to state and territory complementary laws and on-road enforcement for automated vehicles
- The team participates in UNECE groups under WP.1 Global Forum for Road Traffic Safety, including GE.3 Group of Experts on drafting a new legal instrument on the use of automated vehicles in traffic, and its subgroups, to inform international approaches to AV regulation.
- Alice McRorie coordinates inputs on National Women in Transport initiatives for the department, with NTC leading this work.

Transport Technology and Policy (OFTT)

- The team is responsible for developing policy to help prepare Australia for the commercial deployment of new transport technologies, particularly in relation to connected vehicles. The team works closely with the states and territories to support national consistency in technology investments and rollouts, with a focus on the development and implementation of:
 - *Principles for a National Approach to Cooperative Intelligent Transport Systems (C-ITS) in Australia*
 - Stewardship of the [National Policy Framework for Land Transport Technology](#), the key policy fostering integrated approaches by governments across Australia to adopting new land transport technologies,)
 - implementing Commonwealth aspects of the Policy Framework's [National Land Transport Technology Action Plan 2020-2023](#), and monitoring and reporting on [progress against the action plan](#) ; and
 - Developing the new *National Road Transport Technology Strategy* and *2024-2027 National Connected and Automated Vehicle Action Plan* – which will replace the current Policy Framework and Action Plan – in collaboration with States and Territories (including associated [public and industry consultation](#))
- The team also provides secretariat for the Commonwealth-chaired National Land Transport Technology Action Plan Working Group which is responsible for the policy instruments indicated above, and works with the National Transport Commission (NTC) to assess Australia's readiness for automated vehicles (AVs)
- The team leads the Commonwealth's engagement in Austroads' Future Vehicles and Technology (FVaT) Task Force, including providing policy advice on the digital and physical infrastructure needs of new transport technologies
- The team analyses the economic and other impacts of new technologies, the progress of trials in Australia and internationally, and technological, policy and regulatory developments internationally and their application to the Australian environment; and undertakes targeted research to support policy development.

Connected and Automated Vehicle Policy and Partnerships (OFTT)

- The team undertakes transport technology-related policy development and international engagement, including:
 - identifying options for a national solution for vehicle cybersecurity on roads
 - privacy and data management issues for CAVs
 - identifying workforce skills and impacts related to the digitalisation/automation of vehicles
 - assessing the sustainability impacts of CAVs
 - harmonising with international developments, including engagement in CAV-related international forums under the United Nations Global Forum for Road Traffic Safety
 - leading the department's engagement with the OECD's International Transport Forum (ITF) and the APEC Transportation Working Group, including Darren Atkinson's role as Chair of APEC's Intermodal and Intelligent Transport Systems Expert Group. The latter includes a focus on improving accessibility and inclusivity in the use of new and emerging transport technologies.
 - actioning the MoU signed with the Governor of Michigan underpinning the ongoing partnership between the Australian and Michigan automotive sectors
 - leading the broad elements of stakeholder communication and engagement activities for the OFTT

Secretariat for Infrastructure and Transport Ministers

- The secretariat for Infrastructure and Transport Ministers is responsible for organising agendas, papers, meeting logistics including pre and post meeting preparations to support the Infrastructure and Transport Ministers' Meeting (ITMM), the Infrastructure and Transport Senior Official's Committee (ITSOC), and the ITSOC Deputies' group as they lead and drive their agendas.
- ITMM consists of portfolio ministers with responsibility for infrastructure and transport from the Commonwealth and each state and territory, providing a forum on infrastructure and transport to enable:
 - national cooperation and consistency on enduring strategic issues
 - addressing issues requiring cross-border collaboration
 - performing regulatory policy and standard setting functions
- The secretariat works with the Office of the Minister for Infrastructure, Transport, Regional Development and Local Government, Prime Minister and Cabinet, the Executive, policy lines areas, state and territory officials, infrastructure and transport bodies, industry and the Australian Local Government Association (ALGA) to oversee and monitor the requirements of ITMM and ITSOC. This includes liaising and communicating with stakeholders at all levels on the operating guidelines and priorities of relevant meetings to ensure that requirements under Cabinet rules, legislation, Memorandums of Understanding, Intergovernmental Agreements and comebacks from meetings are monitored and met. The secretariat also supports the departmental member in their role on the Austroads Board.

Reducing Surface Transport Emissions Branch

Alinga 2E

The Reducing Surface Transport Emissions Branch is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. We work across the light vehicle, heavy vehicle, maritime and rails sectors to achieve the Government's abatement objectives. This includes working with international partners through treaties and other mechanisms.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Tristan Kathage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Senior Director | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Maritime Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Cleaner Cars Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Land Transport Emissions & Environment | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key functions of the Branch are:

Maritime Emissions and Environment

- Prosecute Australia's international maritime policy agenda on environment protection and trade facilitation at the IMO.
- Lead the whole of Government policy and negotiations at the IMO on greenhouse gas emissions reduction from shipping.
- Progress implementation of international maritime agreements, treaties and conventions on marine environment protection and liability through appropriate legislation.
- Lead the Australia government's involvement in the development of Green Shipping Corridors.
- Develop in consultation with industry a Maritime Emissions Reduction National Action Plan for consideration by the Government in the 2024-25 budget context.
- Develop and implement marine environment protection policy.

Cleaner Cars Policy

- Policy and design lead for an Australian fuel efficiency standard for light vehicles.
- Policy support on other light vehicle decarbonisation measures, including the Transport and Infrastructure Net Zero Roadmap and the National Electric Vehicle Strategy (DCCEEV).

Cleaner Cars Implementation

- Policy implementation lead for the New Vehicle Efficiency Standard(NVES).
- Leads on relationships for IT development to implement the NVES.

Land Transport Emissions and Environment

- Lead policy development for vehicle emissions standards, including the Government's consideration of the introduction of new Euro 6/VI noxious emission standards for light and heavy vehicles.
- Lead development of advice within the Department on sustainable transport issues, including: the use of hydrogen in vehicles, electric vehicles or biofueled vehicles; fuel quality: emissions from light and heavy vehicles; redevelopment of the Green Vehicle Guide; and Acoustic Vehicle Alerting Systems for hybrid and electric vehicles to improve the safety of vulnerable road users.
- Monitor environmental issues and technological advancements relating to surface transport.

INFRASTRUCTURE GROUP

INFRASTRUCTURE AGENCY CONTACTS

Infrastructure Group Assurance and Advisory Branch

Narellan Level 3

The Infrastructure Group Assurance and Advisory Branch has responsibility for:

- Working across the Group to understand project delivery requirements and support best practice including reporting and standard processes. Infrastructure Australia (IA) governance, heavy civil construction market analysis, external engagement and supporting related input to the Infrastructure and Transport Ministers' Meetings (ITMM)
- Cost and benefit assurance of major projects requesting funding under the Infrastructure Investment Program (IIP) and managing network analysis model updates.
- Assurance and advisory services to support regulatory functions, business case support, identification of alternative funding and financing opportunities to improve investment and delivery decisions.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Jennifer Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Project Delivery Improvement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Funding Strategy and Regulatory Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Infrastructure Project Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Market Intelligence and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Project Delivery Improvement

- Working with Divisions to understand reporting needs and harmonise reporting, where possible
- Review project delivery requirements and harmonise project management processes, where appropriate
- Working with Divisions to identify risks and issues, plan for potential improvements and explore whether processes can be standardised
- Provide assurance support to ensure that investments are deliverable, achieving objectives and linked to Government priorities.

Funding Strategy and Regulatory Support

- Identifying alternative funding and financing for IIP projects
- Business case analysis support
- Delivery model advice
- Regulatory support
- Commercial asset management (WestConnex Concessional Loan)

Infrastructure Project Assurance

- Cost and benefit assurance of major projects requesting funding under the IIP (including base estimates, contingency and escalation)
- Network analysis and managing urban traffic modelling updates for PlanWisley
- Manage updates to cost and benefit assurance tools
- Chair and facilitate Cost Estimation network meetings

Market Intelligence and Engagement

- Governance of IA including appointments, Statement of Expectations and deliverables including the Australian Infrastructure Plan, Corporate Plan, Annual Budget, Infrastructure Priority List, etc
- Work with Divisions to manage external engagements for related work, as required.
- Heavy civil construction market analysis and engagement including industry roundtables and the National Construction Industry Forum
- Input into ITMM relating to market capacity.
- Working with Divisions to understand State Infrastructure plans and undertake market analysis.

Olympic, Paralympic and Sports Infrastructure Branch

Narellan Level 3 & Ann Street, Brisbane

| | | | |
|---|---------------|--------------------|---------------|
| Assistant Secretary | Bill Brummitt | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant/Unit Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Brisbane Arena | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Minor Venues Program | s22(1)(a)(ii) | 6175 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Stakeholder Engagement and Communications | s22(1)(a)(ii) | N/A | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Brisbane Arena Workstream

The Brisbane Arena workstream oversees the delivery progress of the Brisbane Arena project, including:

- Oversight of the development of the Brisbane Arena Joint Business Case
- Representing the Australian Government at the fortnightly Brisbane Arena Project Control Group (PCG)
- Coordinating PCG and Executive Steering Committee (ESC) inputs and decisions and preparing relevant briefing material to the Arena Project Board and Minister for Infrastructure for decisions where required.
- Preparation and management of the Federal Funding Agreement (FFA) for the Brisbane Arena.

Minor Venues Program Workstream

The Minor Venues workstream will be responsible for overseeing progress on the 16 Games venues included in the Brisbane 2032 Minor Venues Program. Including:

- Reviewing business cases, Project Validation Reports and other analysis
- Representing the Australian Government at PCGs for each of the projects
- This team will be responsible for coordinating the PCG inputs and decisions and preparing relevant briefing up to the ESC member and the Minister for Infrastructure for decisions where required
- Preparation and management of the FFAs for the Minor Venues Program.

Stakeholder Engagement and Communications Workstream The Stakeholder Engagement and Communications workstream will communicate and promote the Australian Government's investment in Brisbane 2032 games infrastructure with stakeholders in a concise, compliant and meaningful way. Including:

- Supporting the governance roles of the Minister and department executives at forums, groups and steering committees;
- Preparing media, budget publication matters, event briefs and speech content
- Supporting parliamentary processes including the Senate Inquiry into Australia's preparedness to host Commonwealth, Olympic and Paralympic Games;
- Managing workflow with the media teams at DITRDCA, the Department of Health and the Queensland Government;
- Supporting engagement in broader Games work.

Land Transport Infrastructure Division

Alinga 1W

The Land Transport Infrastructure Division develops and implements key elements of the Australian Government's policy, planning and funding arrangements for land transport infrastructure. This includes consulting and working with a wide range of government and other stakeholders.

| | | | |
|---|----------------------|---------------------------|---------------|
| First Assistant Secretary | Andrew Bourne | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Support Section | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Program, Policy & Budget Support Branch

Alinga 1W

The Branch has responsibility for:

- Overall management of Infrastructure Investment Program (IIP) (\$100b program), Infrastructure Investment Division (IID) input to Budget, MYEFO and cash flow processes, and Infrastructure Management System (IMS)
- Strategic advice on the Government's future infrastructure investment
- Oversight and policy lead for program priorities Roads of Strategic Importance (ROSI)/Urban Congestions Fund (UCF)/Local Roads and Community Infrastructure (RCI)
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| Assistant Secretary | Simon Milnes | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon, Tues and Fri) | 6136 s22(1)(a)(ii) | N/A |
| Director, Investment Strategy & Policy, ROSI / UCF | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program, Financial Management & IMS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Investment Strategy & Policy

- Infrastructure Investment policy including waste and international issues, authorities and job figures
- National Coordination and Reporting on Urban Congestion Fund and Roads of Strategic Importance, Major Project Business Case Fund.

Program, Financial Management and IMS

- Manage overall IIP Funding (\$84.4b Program)
- Manage the monthly payment process for IIP
- Tracking the Infrastructure Investment Pipeline
- Funding through Parts 4 and 5 of the National Land Transport Act
- MYEFO and Cash Flow Processes
- IID Input to Budget
- Management and update of IMS
- IMS Helpdesk.

Implementation Policy

- National Land Transport Act, Delegations, NPA, NoA
- Program governance advice
- Indigenous Participation Plans and Framework review
- Signage guidelines.

Local Roads and Community Infrastructure Programs

- Program Management of LRCI Initiative, Policy
- Remote Roads Program.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Queensland, Northern Territory and Western Australia Branch

Alinga 1E

The QLD/NT/WA Branch administers and implements Infrastructure Investment Program (IIP) projects in Queensland, Western Australia and the Northern Territory.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Maxine Ewens | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, North Queensland & Northern Territory | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Western Australia | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

South Queensland

- M1
- Brisbane Metro
- SEQ City Deal.

North Queensland & Northern Territory

- BHUP
- ROSI
- NARP
- Outback Way
- Cape York
- NT Roads
- BRP/HVSPP (NW).

Western Australia

- WA Infrastructure Package
- METRONET
- Perth City Deal
- NorthLink WA
- Great Northern Highway.

NSW, ACT Infrastructure Investment & Program Governance & Assurance Branch

Alinga 1E

The NSW, ACT Infrastructure Investment & Program Governance Assurance Branch is responsible for the administration of road and rail projects in NSW and ACT. It evaluates new project proposals under the Infrastructure Investment Program (IIP) and advises Government on future priorities.

The Government's commitment to an independent strategic review of the IIP, and the Review of the National Partnership Agreement on Land Transport Infrastructure Projects (NPA), provides an opportunity for re-evaluation of the investment pipeline to ensure that investments are aligned to market capacity and resource availability, and nationally significant projects are prioritised.

| | | | |
|---|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | TBC | N/A | N/A |
| Director, Regional NSW & ACT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, NSW Urban | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Program Governance and Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional NSW & ACT

- Assess and oversee the delivery of road and rail projects in the IIP for Regional NSW and ACT Management and administration of the respective NSW/ACT NPA on Land Transport Infrastructure Projects (NPA);
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW, NSW Councils and ACT Government in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

NSW Urban

- Assess and oversee the delivery of road and rail projects in the IIP in Greater Sydney;
- Manage projects through established governance arrangements and liaise with key stakeholders such as Transport for NSW and NSW Councils in relation to the projects;
- Support the Minister and Senior Executive by providing up to date advice on progress of projects and key issues through Ministerial briefs; and
- Provide advice on potential projects.

Program Governance & Assurance

The Program Governance & Assurance (PGA) section supports key program governance functions to Land Transport Infrastructure Division (LTID) that ensure work aligns with a cohesive strategic direction, is informed by best-practice portfolio governance and oversight, and provides assurance and risk functions to facilitate the delivery of the IIP.

The PGA section works collaboratively across the LTID to:

- Provide secretariat support for the Governance Assurance Performance and Reporting Committee which focuses on IIP priorities;
- Engage with risk and governance priorities across the division/department

- Update guidance material (practice direction) to support officers drafting governance documentation such as implementation plans, performance indicators and evaluation strategies;
- Develop an implementation plan to reintroduce and deliver divisional training/capability sessions;
- Manage audit recommendations and closure requests, and reporting to the Audit and Risk Committee on the ongoing monitoring and status of actions;
- Administer internal audits and audit processes to support monitoring and assurance within the IIP; and
- Develop and implement a new Monitoring and Evaluation Framework

VIC, TAS & SA Branch

Alinga 1W

The Branch has responsibility for:

- VIC IIP (rail), Suburban Rail Loop, Melbourne Airport Rail Link, Murray Basin Freight Rail, Regional Rail Revival Package
- VIC IIP (Road), UCF (Inc. CCPU), ROSI, North East Link, Princes Highway Corridor
- SA and TAS IIP input to Hobart and Adelaide City Deals, North-South Corridor (SA), Bridgewater Bridge (TAS).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Lachlan Wood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Victorian Urban Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Victorian Regional and Melbourne Airport Rail Link (MARL), SRL | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, SA & TAS | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Victorian Urban Road and Rail

- Victorian Infrastructure Investment Program (Urban)
- Urban Congestion Fund (UCF)
- Commuter Car Parks
- North East Link.

Victorian Regional and MARL Melbourne Airport Rail Link

- Suburban Rail Loop
- Victorian Infrastructure Investment Program (regional)
- Roads of Strategic Importance (ROSI)
- Princes Highway Corridor
- Western Highway
- Murray Basin Freight Rail
- Regional Rail Revival Package.

SA & TAS

- SA and TAS Infrastructure Investment Program
- Input to Hobart, including Hobart Congestion Package and Adelaide City Deals
- North-South Corridor (SA)
- Truro Bypass (SA)
- Bridgewater Bridge (TAS)
- Midland Highway (TAS).

Infrastructure Investment Reform Branch

Alinga 1W

The Branch has responsibility for:

- Implementation of the Infrastructure Investment Pipeline reform agenda
- Strategic advice on the Government's future infrastructure investment
- National Partnerships Agreement (NPA)/National Land Transport (NLT) Act/Notes on Administration (NoA), Indigenous Participation Framework.

| | | | |
|---|--------------------------------------|---------------------------|---------------|
| Assistant Secretary | Toby Robinson | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Mon, Tues and Fri) | 6136 s22(1)(a)(ii) | TBC |
| Director, IIRB | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Strategic Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, National agreement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Infrastructure Investment Reform

- Strategic engagement – secretariat support for Infrastructure Investment Reform Interdepartmental Committee and Infrastructure Investment Reform Steering Committee
- Advise on reform implementation

National agreement policy section

- Responsible for negotiations of new FFA and development of NoA
- Land transport infrastructure governance working group

Report and Program Management (RPM) Taskforce

Alinga 1E

The RPM Taskforce is responsible for the implementation of the RPM system to replace the Infrastructure Management System (IMS). This includes the remediation of critical issues, obtaining business validation of the RPM solution and supporting the business transition to RPM.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | Paul Cutting | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Program Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Product Owner | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Stakeholder Transition Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

Key activities for the Branch include:

RPM Development

- Resolve critical issues in RPM before delivery
- Support user acceptance testing
- Support RPM validation to business

Business Transition

- Develop and implement training plans
- Develop RPM training and reference materials

Program Management

- Reporting to executive committees
- Support the RPM Program Board
- Maintain, and support adherence to, governance documents
- Monitor and report on program budget

Commonwealth Infrastructure Projects Division

Narellan Level 4

The Commonwealth Infrastructure Projects Division is responsible for providing specialist policy, strategy and project governance advice, oversight and risk management of Commonwealth delivered, significant national infrastructure and transport projects including:

- High Speed Rail Authority
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Intermodal terminals across Australia.

| | | | |
|---|-----------------|---------------------------|---------------|
| First Assistant Secretary | Greg Cox | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Strategy and Support Branch

Narellan Level 4

The Strategy and Support Branch provides the division with a range of enabling support services including overseeing the division's project management and administered funding arrangements. It also provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, change and continuous improvement initiatives.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy & Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Secretariat & Appointments | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Culture & Corporate Support | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategy and Governance

- Leads the division's whole of government policy on government priorities (such as Net Zero and Indigenous engagement) and contributes to the division's strategic advice and briefs to ministers and executive, and administered funding arrangements.
- Works closely with the Branches, providing best practice reporting and data.
- Acts as a central point of interconnected information from across the division, informing its strategic direction and helping facilitate its strategic connections.

Secretariat and Appointments

- Leads the division's Secretary-level Committees for Australian Rail Track Corporation (ARTC) and WSA Co Limited.
- Leads delivery of best practice Board appointments for ARTC (and Inland Rail Pty Ltd), High Speed Rail Authority, National Intermodal Corporation and WSA Co Limited.

Culture and Corporate Support

- Activities consistent with a Business Management Unit, including driving the division's strategic input into corporate planning and reporting and providing overarching parliamentary and ministerial support, such as coordinating divisional responses for Senate Estimates and Questions on Notice.
- Coordinates requests from Central Coordination Unit and Cabinet teams, Cabinet Submissions, department and cross department requests.
- Coordinates the division's recruitment activities.
- Oversight of the division's departmental funding.
- Manages the division's property and accommodation requirements.
- Leads the branding and strategic messaging of internal division communications and events.
- Drives the division's values, attitudes and behaviours

Project Taskforce Branch

Narellan Level 4

The Taskforce has the role of supporting the broader division by focusing on and delivering key project outcomes, which may be required across various stages of a project's lifecycle, and which will benefit from being managed distinctly from the business as usual work of the division. The Taskforce engages closely with the relevant work area when undertaking its work. The team's current focus is the implementation of the Australian Government's response to the Inland Rail Review.

| | | | |
|--------------------------------------|--------------------|---------------------------|---------------|
| Assistant Secretary | Joanna Piva | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IR Implementation 1 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IR Implementation 2 | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

IR Implementation 1 & IR Implementation 2

Both sections of this branch work collaboratively and flexibly on activities which currently include, for the implementation of the Australian Government's response to the Inland Rail Review (Review):

- ongoing updates to the Minister's Office on the implementation of the Australian Government's response to the Review
- establishment of the new ARTC subsidiary company, Inland Rail Pty Ltd, to deliver the Inland Rail project, including review of governance documents and appointments of office holders
- agreeing the scope of activities to be undertaken by ARTC and Inland Rail Pty Ltd following the Review
- reviewing and negotiating amendments to agreements and governance documents to support the transition of delivery of Inland Rail from ARTC to Inland Rail Pty Ltd
- engaging and managing contractors to undertake independent reviews as recommended by the Review
- working to develop a new reporting approach for the Inland Rail project
- tasks as necessary to support Government on decision making with regards to the future commitment to the Inland Rail project
- tasks as necessary in relation to sensitive cultural heritage matters
- correspondence and briefing in relation to the Australian Government's response to the Review and implementation of that response
- other tasks to provide support and integration across the Division on key policy initiatives.

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Rail Project Delivery Branch

Narellan Level 4

The Rail Project Delivery Branch is responsible for shareholder oversight and governance of high value rail projects, including oversight of the Australian Rail Track Corporation (ARTC), delivery of Inland Rail and the delivery of the Beveridge Intermodal Terminal in Victoria. Across the division, the branch works closely with the Inland Rail project Taskforce to support the implementation of the findings of the Independent Review of the delivery of Inland Rail and with the division's Freight Terminals Branch.

The Branch works and engages with internal and external stakeholders, particularly noting the joint shareholder role with the Department of Finance and close engagement with state governments (QLD, NSW, VIC).

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Jason Preece | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Inland Rail Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, ARTC Engagement and Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Beveridge Intermodal Program Assurance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Inland Rail Program Assurance

- Responsible for shareholder oversight of Inland Rail Pty Ltd.
- Monitoring and reporting on the staged delivery of Inland Rail, with an initial focus of completing sections between Beveridge and Parkes, and work to gain primary environmental planning approvals, land acquisition and activities needed to inform the design and delivery north of Narromine.
- Undertaking stakeholder engagement, including gathering and reporting Inland Rail market intelligence.
- Providing secretariat support to various Inland Rail Governance forums. Managing and supporting the Inland Rail Shared Risk register.
- Contributing to the development and operationalisation of Inland Rail Pty Ltd as a subsidiary of ARTC.

ARTC Engagement and Strategy

- Provide Shareholder oversight and governance of the Australian Rail Track Corporation (ARTC).
- Undertaking analysis and business cases to build the resilience of the interstate rail freight network, including contributing to broader freight and supply chain policies.
- Supporting national rail interoperability, including supporting ARTC in the development of an Advanced Train Management System.
- Supporting the delivery of various projects including the Port Botany Rail Duplication, Southern Highlands Overtaking Opportunities, Narrabri to Turravan Line Upgrade, Maroona to Portland Detailed Business Case and Grade Separating Road Interfaces being delivered by ARTC, the Commonwealth Government and relevant State/Territory Governments. Contributing to the future strategy development of ARTC as it continues to undertake its core business functions.

Beveridge Intermodal Program Assurance

- Responsible for the effective and efficient delivery of the Beveridge Interstate Freight Terminal (BIFT) and the Camerons Lane Interchange (CLI) project.
- Stakeholder engagement with key stakeholders including National Intermodal Corporation, Victorian Department of Transport and Planning and Commonwealth Department of Finance.
- Developing and implementing appropriate governance and reporting arrangements for BIFT and CLI.

Aviation and High Speed Rail Branch

Narellan Level 4

The Aviation and High Speed Rail Branch is responsible for supporting the Australian Government's objective of delivering Western Sydney International (Nancy-Bird Walton) Airport (WSI) by 2026, through shareholder oversight and governance of WSA Co Limited (WSA). It is also responsible for governance and oversight of the newly established High Speed Rail Authority (HSRA).

The Branch works closely with WSA, a GBE established to develop and operate the WSI, as well as other Commonwealth agencies who will have operations at the airport. The Branch also supports the Shareholder Ministers in their oversight of the GBE and manages the Project Deed between the Commonwealth and WSA for WSI.

| | | | |
|--|---------------------|---------------------------|---------------|
| Assistant Secretary | James Savage | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, WSI Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, HSRA & WSI Commercial | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, WSI Oversight | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

WSI Program Management

- Responsible for reviewing technical design and construction activities for the development of WSI under a compliance assessment framework.
- Coordinate the provision of technical policy and regulatory advice on airport master planning, design and construction matters.
- Lead engagement with WSA, Sydney Metro and TfNSW on airport and rail interface matters as required under the Integration Deed.
- Facilitate WSA's consultation with the Commonwealth and border agencies who have an operational role at the airport.
- Manage the Project Deed between the Commonwealth and WSA for the delivery of WSI.
- Provide governance and secretariat support to project specific functions working closely with relevant internal and external stakeholders.
- Monitor project milestones and provide audit and risk functions.
- Provide policy and administrative advice to Shareholder Ministers on the administration of WSA Co and its business activities.
- Provide oversight and reporting on the broader impacts of Western Sydney through connecting infrastructure, city deals and aviation regulation.
- Drive the governance process within the department on project related issues.

HSRA and WSI Commercial

- Manage the department's relationship with HSRA, supporting its establishment and overseeing its delivery of existing and future activities.
- Provide oversight and governance of HSRA.
- Manage the government's financial commitment to HSRA, including payment and acquittal of funds.
- Assess WSI and HSRA business cases, identify and advise on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.
- Provide advice on the financial viability of WSA and HSRA.
- Advise WSA on its proposed debt process.

WSI Oversight

- Shareholder oversight and governance of WSA Co Limited, including ensuring alignment with WSA's governance, legislative and regulatory frameworks.
- Lead consideration and advice to government on WSA Co Limited's strategic direction, including its Corporate Plan.
- Manage the government's equity commitment in WSA, including payment and budget processes.
- Engage across government on policy issues relevant to WSA, including international engagement, workplace relations and sustainability.

Freight Terminals Branch

Narellan Level 4

The Freight Terminals Branch is responsible for supporting the development of a network of interconnected open access intermodal terminals, that will drive productivity and facilitate the movement of road, rail and sea freight nationally, including through connections with Inland Rail.

The branch has oversight of the National Intermodal Corporation, responsibility for managing landowner responsibilities at the Moorebank Intermodal Terminal precinct in Western Sydney, and the development of business cases for intermodal terminals in New South Wales, Victoria and Queensland. The Branch also advises on other strategic national freight network terminal potential investments such as Westport in Western Australia.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | David Muldoon | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals NSW & QLD | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Freight Terminals Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Freight Terminals VIC | s22(1)(a)(ii) | 6274 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Freight Terminals NSW & QLD

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities, including to support implementation of Inland Rail. Current projects include Ebenezer in South East Queensland, Parkes in New South Wales as well as the Western Sydney Freight Line.
- Engage with the NSW and Queensland governments on the planning, assessment and development of business case for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals VIC

- Oversee the development of freight terminals, port connections and associated commercial logistics and freight hub opportunities in Victoria. Including the delivery of associated connecting major infrastructure projects, including the Western Interstate Freight Terminal and the Outer Metropolitan Ring Rail South and strategy with the Beveridge Intermodal Terminal to support the implementation of Inland Rail.
- Engage with the Victorian Government on the planning and assessment, and development of business cases for intermodal terminals, including commercial and financing arrangements.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Freight Terminals Operations

- Support the Australian Government's objective of creating open access terminals to move freight across the country and drive enhanced supply chain productivity.
- Provide Shareholder oversight and governance of the National Intermodal Corporation Limited, the Commonwealth's landowner obligations at Moorebank, and the delivery of the Moorebank Intermodal Precinct in Western Sydney.
- Assess and provide advice on the delivery and scoping strategic national freight network terminal potential investments, including commercial and financing arrangements. Current projects include Westport in Western Australia.
- Advice on project reporting and progress submissions through the Commonwealth Cabinet and Budget process.

Commonwealth Projects Branch

Narellan Level 4

The responsibilities of the branch is TBC

| | | | |
|----------------------------|------------------|---------------------------|---------------|
| Assistant Secretary | Jen Stace | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

TBC

Road and Vehicle Safety Division

Alinga 2W, 2E, 1W & Narellan L3

The Road and Vehicle Safety Division has a number of roles and functions to deliver and support policy, regulations and programs to ensure safety on Australian roads. The Division also leads engagement with a wide range of stakeholders including state governments.

| | | | |
|---|-----------------------|---------------------------|---------------|
| First Assistant Secretary | Anita Langford | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director – Divisional Support (Communication and Engagement Section) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Vehicle Safety Policy & Partnerships Branch

Alinga 1W & 2W

The Vehicle Safety Policy & Partnerships Branch is responsible for driving and supporting legislation, procedures, guidelines and systems related to Road Vehicle Standards (RVS) legislation in 2022. The Branch also leads industry engagement and communications and develops and maintains Australia's national vehicle standards.

| | | | | |
|---|------------------------|-------------|---------------|---------------|
| Assistant Secretary | Melissa Cashman | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Legislation, Policy & Partnerships | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Transition & Service Support | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Principal Engineer, Vehicle Standards | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

RVS Legislation, Policy and Partnerships

- Maintain Australia's Road Vehicle Standards (RVS) legislation
- Develop, promulgate and maintain policies, procedures and guidance related to RVS legislation
- Provide policy advice, including briefings and ministerial correspondence, on matters related to RVS legislation
- Manage external stakeholder engagement, including with industry and jurisdictions
- Manage RVS legislation communications, including through departmental website, social media, newsletters and publication of guidance material
- Provide policy support, including briefing, and ministerial and executive correspondence.

Transition and Service Support

- Provide program management support for the ROVER IT build
- Provide support to both Vehicle Safety Policy & Partnerships Branch, as well as Vehicle Safety Operations Branch, in their transition to the new regulatory framework being introduced by the RVS legislation
- Facilitate and manage VSSP governance and reporting activities.
- Provide professional support to the public regarding complying with Australia's RVS legislation
- Provide technical support for internal and external ROVER users, including maintenance of the ROVER data and systems.

Vehicle Standards

- Development, maintenance and review of new and existing Australian Design Rules (ADRs)
- Manage and encourage the participation of stakeholders in the development, review and maintenance of the ADRs
- Contributing to the alignment of the ADRs with model law and associated domestic legislation
- Management of Australia's participation in the UN 1958 agreement and the 1998 agreement for international vehicle regulation
- Participate in international committees to develop and maintain UN regulations and Global Technical Regulations
- Participate in the development and maintenance of Australia Standards incorporated by reference in the ADRs
- Lead the vehicle safety component of the National Road Safety Strategy (NRSS).

Office of Road Safety Branch

Alinga 2W

The Office of Road Safety provides national leadership and co-ordination to improve road safety outcomes while working towards the goal of zero road deaths and serious injuries by 2050.

The Branch is responsible for leading and co-ordinating the Australian Government's commitments under the National Road Safety Strategy and the National Road Safety Action Plan, as well as non-infrastructure road safety grants programs, road safety policy and analytics, intergovernmental relations, stakeholder engagement and international co-operation.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Sue Cattermole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Grants & Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Road Safety Policy & Analytics | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Road Safety Intergovernmental & Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Road Safety Intergovernmental and Engagement

- Manages communications activities including speeches and presentations, media, briefings, web presence and publications
- Co-ordination of ministerial, parliamentary and international activities, including briefs, speeches, ministerial events, correspondence and meetings
- Stakeholder engagement including, stakeholder relations, events and conferences, meetings and First Nations engagement.
- Co-ordination and secretariat support for intergovernmental, interdepartmental and ministerial forums and roundtables
- Co-ordinate support for executive participation in relevant board and taskforce meetings (e.g ANCAP).

Road Safety Grants & Programs

- Manages a range of non-infrastructure road safety grants and programs, focussed on delivering the Australian Government's commitments in the National Road Safety Action Plan, including:
 - National Road Safety Action Grants Program (NRSAGP)
 - Safe Roads for Safe Cycling Program
 - Car Safety Ratings Program, including New Car and Used Car Safety Ratings
 - Road Safety Innovation Fund (RSIF)
 - Road Safety Awareness and Enablers Fund (RSAEF)
 - Keys2Drive
 - Driver Reviver Site Upgrades

- Grant and program evaluations
- Procurement of road safety data and research, campaigns and training

Road Safety Policy and Analytics

- Implementation, governance, monitoring and reporting on the National Road Safety Strategy 2021-30 and the National Road Safety Action Plan 2023-25
- Co-ordination of road safety analytics, data and research, including the Road Safety Data Working Group
- Coordination of Australian Government participation on the Austroads' Road Safety Taskforce
- Provision of analysis and strategic advice on national road safety policy, including for Cabinet submissions.
- Support and advice on international road safety forums and initiatives.

Vehicle Safety Operations Branch

Alinga 1W & 2W

The Vehicle Safety Operations Branch administers the *Road Vehicle Standards Act 2018* and the *Road Vehicles Standards Rules 2019* (together the RVS Legislation), which sets nationally consistent performance-based standards that road vehicles must comply with before entering the Australian market.

The RVS legislation aims to provide consumers with a choice of safe road vehicles and give effect to Australia's international obligations to harmonise road vehicle standards. It regulates the supply of used vehicles to the Australian market, prohibits importation of non-compliant road vehicles, establishes a Register of Approved Vehicles and administers a framework for recalling unsafe road vehicles and approved road vehicle components.

| | | | |
|--|---------------|---------------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Application Assessments & Approvals | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Technical Assessment & Approval | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Compliance & Enforcement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, Recalls Notification & Monitoring | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Application Assessments & Approvals

- Responsible for administration and assessment of applications for vehicle imports under [Road Vehicle Standards Act 2018 \(RVSA\)](#) concessional import schemes.
- Responsible for the Level 1 Support function to external stakeholders through emails, website enquiry forms and the 1800 815 272 phone line.

Technical Assessments and Approvals

- Responsible for the supply of compliant new and used vehicles for the first time to the Australian market as per the requirements of the RVSA. The section conducts technical assessments of evidence as it receives from manufacturers ensuring the compliance of vehicles against applicable Australian Design Rules
- Undertake assessments of submissions from applicants seeking to become approved participants under the RVSA. This will include applications to become approved Testing Facilities, Approved Vehicle Verifier and Registered Automotive Workshop

Compliance and Enforcement

- This section is responsible for the Department's compliance and enforcement activities under the RVS legislation. The section consists of three 'interlinked' operational teams:
 - Compliance and Monitoring
 - Intelligence
 - Investigations

Recalls Notification and Monitoring

- Receive and process recall notifications for Australian road vehicle and road vehicle components
- Publish recall notices on the department's dedicated recalls website
- Monitor the progress of recalls through to completion to ensure that suppliers effectively remove or rectify unsafe vehicles or vehicle components
- Manage high risk or underperforming recalls that require additional engagement with relevant stakeholders.
- Monitor the announcement of recalls globally, confirm whether these recalls affect Australian vehicles and initiate negotiations with Australian suppliers if required
- Monitor for airbag related risks, airbag Safe Service Life evidence and expert advice and share information with affected suppliers so that they are aware of risks and available resources for managing the risks
- Process vehicle safety or non-compliance reports (and complaints) that are safety or recall related to identify potential recalls or recall performance issues
- Liaise with vehicle manufacturers/suppliers regarding safety or non-compliance matters that may result in recall of road vehicles and components
- Work with Vehicle Safety & Policy Branch who are responsible for engagement with stakeholders including State and Territory Registration Authorities
- Work with the Australian Competition and Consumer Commission (ACCC) who are responsible for the recall of non-road vehicles, aftermarket vehicle components and the Takata PSAN compulsory recall

Targeted Infrastructure Programs Branch

Narellan Level 3

The Targeted Infrastructure Programs is responsible for the management of key road and community infrastructure programs, delivered in partnership with state, territory and local governments under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Melony Czajor | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Safer Roads Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Targeted Road Infrastructure Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Targeted Roads and Community Infrastructure | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Safer Roads Programs

- Road Safety Program
- Black Spot Program
- Regional Australia Level Crossing Upgrade Program (part of the Regional Australia Level Crossing Safety Program run by the Surface transport Emissions and Policy Division)

Targeted Roads and Community Infrastructure

- Local Roads & Community Infrastructure Program
- Roads to Recovery Program

National Bridge and Road Infrastructure Programs

- National Land Transport Network Maintenance Program
- Heavy Vehicle Safety and Productivity Program (incl. the Heavy Vehicle Rest Areas initiative)
- Bridges Renewal Program, and
- Remote Roads Upgrade Pilot Program.

COMMUNICATIONS & MEDIA GROUP

COMMUNICATIONS & MEDIA AGENCY CONTACTS

Online Safety, Media & Platforms Division

Nishi Level 5

The Online Safety, Media and Platforms Division provides advice to the Minister for Communications on a broad range of issues, and leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry.

| | | | | |
|--------------------------------------|-----------------------|-------------|---------------|---------------|
| A/g First Assistant Secretary | Bridget Gannon | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Senior Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

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Classification Branch

Nishi Level 5 & Sydney

The Classification Branch provides policy and operational advice, education and training on the classification of films (including streaming services, cinema, physical product), computer games (online and physical product) and publications. The Branch delivers operational and secretariat support to the Classification Board and Classification Review Board in order to meet their regulatory obligations. The Branch administers approved classification tools and manages www.classification.gov.au

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Mitchell Cole | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant (Syd Based) | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Operational Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Reform Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Classification Services | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Reform Policy

- Policy advice on reform of the National Classification Scheme, including the *Intergovernmental Agreement on Censorship 1995* which sets out Commonwealth and state and territory responsibilities
- Policy advice on the National Classification Code and classification guidelines
- Research to inform classification policy

Appointments to the Classification Board and Classification Review Board.

Operational Policy

- Operational implementation of reforms to the National Classification Scheme.
- Administration of the Spherex Classification Tool for films.
- Advice on the development of self-classification tools.
- Education and communications strategies for raising awareness of classification.

Classification Services

- Secretariat and operational support to the Classification Board and the Classification Review Board
- Administration and assessment of applications for classification services, including film, computer games, publications and festivals
- Administration of approved self-classification tools, including the International Age Rating Coalition (IARC) Global Rating Tool for online and mobile computer games and the Netflix Classification Tools for films.
- Training Board members, industry, government bodies and consumers on classification standards.

This branch **does not** handle the following issues:

- Classification of content broadcast on television (ACMA)
- Online content, except for classification of films or games available online (Online Safety Branch)
- Online gambling, except for computer games that simulate gambling (Media Industry and Sustainability Branch)
- Incentives or programs to support the Australian video game or film industries (Creative Industries Branch).

Media Industry & Sustainability Branch

Nishi Level 5

The branch provides policy advice and delivers programs to support a diverse and sustainable media and broadcasting industry. Key areas of responsibility include the national broadcasters (ABC and SBS); delivery of programs to support public interest journalism, community broadcasting, the provision of Australian content to Pacific broadcasters and broadcasting infrastructure resilience. The branch also provides policy advice on broadcasting and online gambling regulations, working closely with the ACMA.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Margaret Lopez | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, National Broadcasters | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategic Projects | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Broadcasting and Gambling Regulation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Media Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

National Broadcasters

- ABC/SBS funding including introduction of five-year funding terms, and return of ABC indexation election commitments
- Review of options to support the independence of the national broadcasters, including funding and governance
- ABC/SBS Statements of Expectations
- ABC/SBS Charter issues
- Issues relating to the *Australian Broadcasting Corporation Act 1983* and *Special Broadcasting Service Act 1991*
- ABC/SBS non-executive Director and Chair Board appointments, including Nomination Panel for ABC and SBS appointments
- ABC/SBS content including news/current affairs, editorial issues and perceptions of bias
- ABC/SBS complaints handling process
- Emergency broadcasting by ABC
- All ABC/SBS transmission issues not affecting other broadcasters
- SBS relocation feasibility study for a potential move from Artarmon to Western Sydney election commitment.
- Indo-Pacific Broadcasting Strategy

Broadcasting and Gambling Regulation

- Issues relating to the *Broadcasting Services Act 1992* and the *Interactive Gambling Act 2001*
- Broadcasting licences (including commercial and subscription television and radio services)
- Regional broadcasting
- First Nations broadcasting
- Community radio and television broadcasting regulation (funding matters are handled by Media Programs)
- Digital radio, AM/FM, Narrowcasting
- ABC Double J feasibility study election commitment
- Advertising Policy, including gambling, alcohol and junk food advertising rules
- Broadcasting Codes of Practice (including commercial, subscription, and community codes)

- Advertising Codes of Practice (including AANA and ABAC Codes)
- Local content obligations for broadcasters (i.e. local news obligations)
- Critical broadcast infrastructure, including the Broadcasting Resilience Program
- Radio and TV reception issues in metropolitan areas
- Interactive gambling (including online and telephone)
- House of Representatives Online Gambling Inquiry
- BetStop – National Self Exclusion Register
- Betting with credit (including credit cards)
- Illegal offshore gambling

Media Programs

- Community Broadcasting Program
- PacificAus TV Program
- Journalist Fund (including First Nations cadetships)
- Australian Associated Press (AAP) Grant Program
- Local and Independent News Association (LINA)
- Public Interest Journalism Initiative (PIJI)
- Regional and Local Newspaper Publishers Program
- Media Literacy in Culturally and Linguistically Diverse Communities (CALD) Program

This Branch **does not** handle the following issues:

- Captioning on television and radio (Consumer Safeguards Branch)
- Amateur radio (Spectrum Branch)
- Spectrum licensing for non-broadcasting services and applications (Spectrum Branch)
- Regional television reception issues for commercial stations (Regional Communications Branch)
- VAST (satellite broadcasting) (Regional Communications Branch).
- Future of television, including Standard and High Definition services and MPEG-4 (Media Reform Branch)
- Media control and ownership / media diversity / media competition (Platforms and News Branch)
- Computer games with gambling like features e.g. loot boxes (Classification Branch)

Online Safety Branch

Nishi Level 5

This Branch provides advice on online safety policy issues including child cyberbullying, adult cyber-abuse and image-based abuse, and policy and governance oversight of the eSafety Commissioner. We want all Australians to navigate online services safely.

| | | | |
|--|--|--|---------------|
| Assistant Secretary | Andrew Irwin | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Strategy and Research | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Projects and Implementation | s22(1)(a)(ii) (on leave til 13 May)* s22(1)(a)(ii) A/g until 5 May, s22(1)(a)(ii) A/g 6 – 10 May | 6136 s22(1)(a)(ii) 6136 s22(1)(a)(ii) | N/A |
| Director, Policy and Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Online Safety –Strategy & Research

- Policy advice on the *Online Safety Act 2021* including
 - eSafety’s complaints systems for child cyber-bullying, adult cyber-abuse, image-based abuse and illegal and harmful content
 - Basic Online Safety Expectations
 - Online Content Scheme, including industry codes and standards
- Policy oversight of the Office of the eSafety Commissioner
- Research into online safety issues
- Secretariat support for the statutory review of the *Online Safety Act 2021*

Online Safety – Projects and Implementation

- Online dating safety (including the voluntary industry code of practice)
- Age assurance (including the Australian Government’s response to the Age Verification Roadmap)
- Implementing the Australian Government’s ‘Safe kids are eSmart Kids’ election commitment (rolling out the Alannah and Madeline Foundation’s media and digital literacy products in Australian Schools)
- Supporting eSafety programs:
 - Women’s online safety
 - Online safety and digital literacy for older Australians
 - Youth Advisory Council
- Supporting cross agency initiatives in relation to:
 - Restricting abhorrent violent and terrorist material,
 - the *National Plan to End Violence Against Women and Children 2022 - 2032*
 - Preventing and responding to online child sexual abuse, including child sexual exploitation material
 - Privacy
 - Mental health,
 - Defamation, and
 - Cybersecurity

- Funding public information campaigns relating to online safety.

Online Safety – Policy and Engagement

- International efforts to address online harms
- Emerging online harms
- Providing policy advice on online safety
- Australia’s work through international forums on online safety.

This Branch **does not** handle the following issues:

- Stay Smart Online (AGD)
- National cybersecurity matters (Home Affairs)
- Scamwatch (ACCC)
- General telecommunications consumer enquiries (including Do Not Call issues and Spam) (Telecommunications Market Policy Branch)
- Complaints about television transmission or technical issues (free-to-air or VAST) (Regional Deployment Branch).
- Online gambling (Media Industry and Sustainability Branch)
- Online crimes against adults or children (AGD/AFP)
- Cyber threats and vulnerability (Home Affairs/PM&C)
- Fraud or scams, whether online or otherwise (Treasury/ACCC/AFP)
- Online identity theft (Home Affairs/AFP)
- Use of s313 of the *Telecommunications Act 1997* to block child abuse content (Telecommunications Market Policy Branch for the operation of s313)
- The volume (amount) of advertising online (as opposed to content of the advertising)
- Disinformation or fake news (Platforms and News Branch).

Platforms and News Branch

Nishi Level 5

The Platforms and News Branch identifies emerging market policy issues relating to digital platforms, and advises on issues in areas such as online scams, dispute resolution and artificial intelligence. It has the lead on long-term policy issues relating to news and journalism, including developing policies to safeguard media diversity and the ongoing provision of high-quality public interest journalism. It also has an expanding role in advising Government on matters relating to media literacy and combatting misinformation.

The Branch works on issues of emerging importance, where new technologies are disrupting the economy, society and democracy, and where new regulatory responses that balance freedoms, productivity and protection from harms are required.

| | | | |
|--|---|-------------------------------|------------------------------------|
| Assistant Secretary | Andrew Hyles | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Digital Platforms Market Issues | s22(1)(a)(ii) (Acting until end June 2024) s22(1)(a)(ii) (Mon-Wed) | N/A 6136 s22(1)(a)(ii) | s22(1)(a)(ii) s22(1)(a)(ii) |
| Director, News and Journalism | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Information Integrity | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify opportunities, risks, harms and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term. Key areas of responsibility include:

- Digital platforms market mapping and cross-government strategic policy development
- Shaping government policies to foster positive competition, business models and market dynamics that balance innovation and investment against the risk of individual or societal harm
- Government reforms related to dispute resolution mechanisms on digital platforms
- Government reforms related to algorithmic recommender systems (algorithms)
- Monitoring and reporting on the digital platforms elements of reforms led by Consumer Safeguards Branch and Treasury to combat scams
- Monitoring and reporting on the ACCC Digital Platforms Inquiry and Digital Platforms Services Inquiry
- Monitoring, reporting and input to relevant initiatives in other portfolios (e.g. privacy reforms)
- Monitoring, reporting and input to internal department initiatives that impact this industry
- Monitoring and reporting on future technologies (e.g. AI, metaverse, VR, AR).

News and Journalism

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include:

- Sustainability of the publishing sector (metro, regional and national), including the production of quality news and public interest journalism
- Media diversity
- News Media Bargaining Code
- News Media Assistance Program
- Media Literacy
- Press freedom.

Information Integrity

The Information Integrity Section provides policy advice on:

- disinformation and misinformation, including Australian Communications and Media Authority (ACMA) powers
- electoral integrity
- truth in political advertising
- election blackout laws, and
- foreign interference in the communications, media and online services sectors.

The section represents the portfolio on the Electoral Integrity Assurance Taskforce, and has policy oversight of the *Australian Code of Practice on Disinformation and Misinformation*.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section).

Media Reform Branch

Nishi Level 5

The Media Reform Branch is responsible for developing a pathway for reform of Australia's media and content policy and regulatory settings to support a vibrant and sustainable domestic media sector. It provides strategic policy advice on media reform, particularly in relation to audio-visual media services.

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | James Penprase | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Broadcast & Technology Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Online Services Reform | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Broadcast & Technology Policy

The section is responsible for ongoing engagement with the broadcast sector on areas of reform including through the Future of Broadcasting Working Group. The section provides policy advice on issues of prominence, new technologies and the future of television broadcasting. The Section is also responsible for the regulation of sports rights (anti-siphoning), and provides policy and operational advice on the anti-siphoning scheme and list.

Online Services Reform

The section is responsible for coordinating and providing policy advice on media reform across the broadcasting sector, including online services. The section leads on developing policy advice to harmonise media regulation of audio-visual services, including developing the Government's media reform agenda.

This Branch **does not** handle the following issues:

- Regional Broadcasting (Broadcasting and Gambling Regulation Section)
- Viewer Access Satellite Television service (Regional Communications Branch)
- Newspapers and print media industry, including the News Media Bargaining Code (News and Journalism Section)
- National Broadcasters.

Communications Infrastructure Division

Nishi Level 3 & Level 6

The Communications Infrastructure Division (CID) is the lead advisor to the Australian Government on communications infrastructure. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communications services. Our aim is to create an environment in which all Australians have access to high quality communications services, to enhance wellbeing through connectivity and communications.

Our policy scope of work includes broadband, NBN Co oversight, spectrum, telecommunications deployment, telecommunications security and resilience, competition, Australia's universal service obligation (payphone, voice and broadband services), and digital inclusion.

| | | | |
|--|---|---------------------------|---------------|
| First Assistant Secretary | Lisa La Rance | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Divisional Coordinators | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| | s22(1)(a)(ii) (Mon – Wed) s47E(d) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | N/A |
| <u>Unit Coordinator Contacts</u> | | | |

Broadband and Emerging Communications Branch

Nishi Level 6

The Branch provides advice on broadband policy, including the operation, performance and governance of NBN Co Limited (NBN Co). The Branch also considers the environmental sustainability of the telecommunications industry including their plans for net zero emissions, advises on emerging technologies such as Low Earth Orbit Satellites.

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Ben Phelps | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Strategy and Finance | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Planning Frameworks and Regulatory | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Data | s22(1)(a)(ii) | 6271 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Emerging Communications | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Strategy and Finance

- The commercial and operational performance of NBN Co, including equity and loans and other matters to support the Minister in fulfilling the Shareholder role, including liaison with the Department of Finance in its role as joint shareholder department
- Management of the Department's Credit Risk Management Framework and Policy as related to the Commonwealth's loan to NBN Co
- Analysis of international broadband developments
- Advice on NBN Co's legislative and contractual arrangements, such as the Definitive Agreements
- Advice on the future strategy of NBN Co, including financial strategy and balancing between financial and policy outcomes, the company's transition to a sustainable operating company, future upgrades, and longer-term planning and investments.
- Capital Management Strategy and valuation

Planning Frameworks and Regulatory

- Advice on policy and regulatory issues affecting NBN Co and other broadband providers, including business and build activities, underperforming lines and interaction with the SIP legislation, competitive neutrality, non-discrimination obligations and line of business restrictions.
- Advising on regulatory reform options to support broadband policy objectives.
- Developing NBN Co's Statement of Expectations and monitoring delivery.
- Annual review of NBN Co's Corporate Plan.
- Advice on NBN Co's Special Access Undertaking with the ACCC and its Wholesale Broadband Agreement, and implications for Government and end users.

Governance and Data

- Governance of NBN Co, such as the, reporting and accountability obligations, board appointments,
- Oversight and monitoring of NBN fixed-line upgrades enabling 90 per cent of the network to be able to access gigabit speeds via fixed-line by end of December 2025.

Emerging Communication

- Monitoring the telecommunications industry net zero emissions plans and activities.
- Collaborates across the department on opportunities for Low Earth Orbit (LEO) satellites in the communications space, including the LEOSat Working Group.
- Conducts policy development through consultation and engagement with industry and international stakeholders on LEOSat capability.
- Monitors and provides policy advice on emerging telecommunications technologies, including 5G, 6G, Open RAN and the Internet of Things (IoT).
- Monitors the evolving technology of AI and what parts of the telecommunications industry it will affect.
- Engages in the critical technology agenda led by the Department of Industry, Science and Resources, particularly in relation to 6G.
- Works with Home Affairs on the Australian Japan Policy Dialogue on Telecommunications Resilience with a focus on emerging technologies.
- Provides policy advice and works with relevant policy areas to encourage opportunities for emerging telecommunications in the design and delivery of relevant Government initiatives like City partnerships, intelligent transport systems and First Nations connectivity.

Correspondence responsibilities:

- Policy matters relating to the NBN.
- General questions relating to NBN.
- NBN technology selection — including questions on the reasons for technology selection for particular areas and premises (NB: if the person is in a fixed wireless or satellite area this should go to Universal Services).
- Consumers wanting to change their NBN technology, including Technology choice if relates to a FTTN to FTTP upgrade or another fixed line to fixed line move.
- NBN fixed line upgrades (FTTN, FTTB, FTTC and HFC),
- NBN CVC pricing — Access Virtual Circuit (AVC)/Connectivity Virtual Circuit (CVC), writedown, international pricing comparisons
- NBN operational or government policy matters
- NBN Co Annual Report, Corporate Plan and Board Appointments
- NBN subcontractor issues and concerns
- Broadband speed comparisons with other countries
- Infrastructure damage as a result of the NBN rollout e.g. Damage to home/garden/property during the connection/installation
- NBN infrastructure outages
- Equipment relocation requests/complaints about the location of equipment in or around a premise.
- Business Fibre Zones and the business fibre initiative
- NBN Loan and finance models.
- *Policy positions on emerging communications technologies like 6G and Low Earth Orbit Satellites as they relate to telecommunications.*

This Branch **does not** handle the following issues:

- Regional Broadband Scheme, NBN Fixed Wireless and Satellite Upgrades and NBN Co's Regional Co-investment Fund queries are to be allocated to Universal Services Branch.
- Government policy on critical infrastructure resiliency/redundancy (including NBN resiliency) and concerns about infrastructure resilience following severe weather events are to be allocated to the Telecommunications Resilience Branch
- Generic complaints about regional telecommunications availability — these are for Regional Communications Branch
- Some Over-the-top (OTT) applications such as security and medical alarms, fire alarms and lift phones, and battery back-up issues are to be allocated to Digital Inclusion and Deployment Branch.
- Connection issues to new buildings/complexes and developer obligations are to be allocated to Universal Services Branch.
- Co-investment and infrastructure deployment for road corridors which would be one of the regional branches (please check the functional directory for the description).
- First Nations Digital Inclusion (sits with Digital Inclusion & Deployment Branch).
- Telecommunications technology security considerations (sits with Telecommunications Resilience Branch).

Competition and Spectrum Branch

Nishi Level 3

The Branch provides advice on spectrum management and telecommunications competition. The Branch provides advice on competition issues pertaining to entities regulated by the *Telecommunications Act 1997* (Tel Act), being carriers and carriage service providers. The Branch leads on reform of the radiocommunications legislative framework, planning for major spectrum allocations, providing strategic policy guidance to ACMA on spectrum matters, and international spectrum harmonisation.

| | | | |
|--|--------------------------|---------------------------|---------------|
| Assistant Secretary | Shanyn Sparreboom | 6271 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6271 s22(1)(a)(ii) | N/A |
| A/g Director, Spectrum Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Radiocommunications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Competition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, 2035 Telecommunications Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Spectrum Policy

- Advising on policy and regulatory arrangements for the planning, management and allocation of radio frequency spectrum, including spectrum auctions, major spectrum allocations, and other matters under the *Radiocommunications Act 1992* (including spectrum for mobile or satellite broadband)
- Supporting the Minister to provide strategic policy guidance to the Australian Communications and Media Authority (ACMA) (including on annual work program, ministerial policy statements)
- Advising on and working with the ACMA in the performance of its spectrum management functions
- Advice on spectrum policy and spectrum management issues, including drones, and spectrum for new and emerging technologies
- *National Transmission Network Sale Act 1998* issues
- Satellite and space issues relating to radiocommunications matters (domestic satellite licensing and spectrum management arrangements, Space Coordination Committee)
- Reform of the radiocommunications legislative and regulatory regime, including policy advice and development of draft legislation
- Improved management of Commonwealth spectrum holdings
- Advising on regulatory arrangements related to broadcast spectrum policy and legislative reform, and consideration of *Radiocommunications Act* aspects of proposed media reforms (such as licensing of multiplexes).
- Spectrum pricing policy.
- Domestic licencing arrangements and conditions under the *Radiocommunications Act 1992* including relating to amateur radio.

International Radiocommunications

- Leading Australia's engagement in international radiocommunications and satellite policy-setting forums managed under the auspices of the International Telecommunication Union (ITU) - Radiocommunication Sector, including the treaty-level World Radiocommunication Conference (WRC), the Radiocommunication Assembly (RA) and Conference Preparatory Meetings (CPMs)
- Development of Australian positions for WRC, and managing stakeholder engagement through the Australian Preparatory Group for WRCs
- Leading Australia's engagement in regional radiocommunications forums held by the Asia Pacific Telecommunity (APT) — the APT Conference Preparatory Group for WRC (APG) meetings

Telecommunications Competition

- Telecommunications competition framework
- NBN Co's regulatory arrangements
- How does the telecommunications access regime work?
- Can a carrier access another carrier's facilities (e.g. towers, ducts, buildings)?
- What are the separation requirements for superfast network providers?
- Lack of retail choice on small monopoly networks (Pivot, Clublinks, Telstra Velocity)
- Telstra South Brisbane and Velocity networks — concerns about pricing and lack of retail choice
- Net neutrality — what is the Government's policy?
- Telecommunications privacy laws in Part 13 of the Tel Act
- What are the laws against anti-competitive conduct in telecommunications markets?
- Anti-competitive conduct by carriers and internet providers
- Competitive Neutrality Policy
- Options to promote infrastructure competition
- Market structure and dynamics
- ACCC processes
 - declarations
 - access determinations and binding rules of conduct
 - review of the Facilities Access Code
 - Fixed Line Services
 - Mobile Termination Access Service
 - Domestic Transmission Capacity Service
 - ACCC Statement of Expectations
 - Record Keeping Rules
 - Superfast Broadband Access Services (SBAS)
- Mobile Roaming — e.g. why can't I use my mobile phone on all carriers' networks? Why not regulate this?
- Do I need a carrier licence for an activity? How do I get an exemption from carrier licensing?
- Telephone numbering, including portability. Can I keep my telephone number when I change service provider?
- Telecommunications competition issues in free trade agreements (with International and others)
- Telecommunications competition impacts of potential foreign Investments
- Decommissioning of 3G mobile technologies.

2035 Telecommunications Strategy

- Developing telecommunications policy objectives and settings for the coming decade.
- Examining how demand for telecommunications services might change over the coming decade (including for example in response to macroeconomic factors, evolving technologies such as AI and IoT and/or a growing reliance on uninterrupted mobile services)
- Examining how the supply of telecommunications services will need to evolve to meet changing expectations of consumers (including for example competitive dynamics, industry composition and in particular how the sector will deliver the infrastructure and other investment that will be needed to deliver what consumers want)
- Considering the role of government in facilitating this evolution, including for example investments and changes to the regulatory framework that may be needed to support the telecommunications sector and consumers

This Branch **does not** handle the following issues:

- Mobile Blackspots (Regional Mobile Infrastructure Programs)
 - Mobile phone coverage problems (Regional issues go to Regional Mobile Infrastructure Programs, metro/urban go to Digital Inclusion and Deployment Branch)
 - 5G and LEOSat working group (Broadband and Emerging Communications Branch)
 - Competitive neutrality issues as they apply to actions of NBN Co (Broadband Policy Branch)
 - Detailed analysis of emerging technology (Universal Services Branch)
 - Electromagnetic energy (EME) from 5G (Digital Inclusion and Deployment Branch)
 - Telecommunications deployment matters, including the powers and immunities framework (Digital Inclusion and Deployment Branch)
 - 5G deployment issues (Digital Inclusion and Deployment Branch)
 - Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
 - Telecommunications infrastructure being installed in new real estate developments (Fixed infrastructure to Universal Services Branch, mobile infrastructure to Digital Inclusion and Deployment Branch)
 - Performance of and connection to installed infrastructure leading into and also within the premises
 - Numbering issues associated with transitioning to the NBN (Broadband and Emerging Communications Branch)
 - Fraudulent number porting (Consumer Safeguards Branch).
 - Public Safety Mobile Broadband requirements (Telecommunications Resilience Branch)
 - Retail competition on the NBN (Broadband and Emerging Communications Branch)
 - Consumer specific issues related to the 3G shutdown (Consumer Safeguards Branch)
 - Integrated Public Number Database (IPND) specific numbering issues (Telecommunications Resilience Branch)
 - '000' and '112' emergency calling issues (Consumer Safeguards Branch)
 - Broadcasting licences, including commercial and subscription television and radio services (Media Industry and Sustainability Branch)
- Radio and TV reception issues in metropolitan areas (Media Industry and Sustainability Branch)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Telecommunications Resilience Branch

Nishi Level 3

The Branch leads policy and program delivery to strengthen the security and resilience of the telecommunications sector against natural disasters, security threats, and other hazards.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Kate McMullan | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Telecommunications Security | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Disaster Resilience | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Temporary Disaster Roaming Taskforce | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Telecommunications Security

- Responsible for policy and legislative framework for use, disclosure, and protection of information relevant to telecommunications, including information privacy, electronic surveillance and retention obligations
- Advising on policy and legislative framework around the national interest and assistance obligations imposed on the telecommunications industry (Parts 14 and 15 of the Tel Act)
- Advising on industry assistance provisions in the Tel Act, including section 313 (parts not covered by Telecommunications Disaster Resilience) and TARs TANs and TCNs.
- Telecommunications security obligations in free trade agreements (with International and others)
- Advising on cyber resilience policy matters relevant to telecommunications and coordinating departmental engagement on cyber security policy issues
- Representing the department in the Electronic Surveillance Reforms Taskforce of the Attorney-General's Department
- Advising on security and resilience of critical telecommunications infrastructure, including the provisions of the Telecommunications Sector Security Reforms (TSSR) and the application of the Security of Critical Infrastructure Act.
- Secretariat for the Communications Sector Group (CSG) under the Trusted Information Sharing Network
- Secretariat for the Australian Telecommunications Security Reference Group (ATSRG).
- Policy advice relating to submarine cables and secretariat for the department's Submarine Cable Regime Working Group.
- Secretariat for the department's Cyber, Security and Resilience (CeSAR) community of practice.
- Managing telecommunications security elements of ongoing critical infrastructure reforms and parliamentary reviews including changes to the security and resilience elements of the Tel Act.
- Government's national security agenda as it relates to telecommunications companies (including cyber security for telecommunications companies, but not cyber security for other entities)

Telecommunications Disaster Resilience

- Telecommunications resilience measures including the following elements of the Strengthening Telecommunications Against Natural Disasters (STAND) Package:
 - Sky Muster satellite service deployment program;
 - Temporary infrastructure deployment program; and

- Communications and public awareness program.
- Implementing the Telecommunications Disaster Resilience Innovation (TDRI) program funded through the Australian Government's Better Connectivity Plan for Regional and Rural Australia.
- Stakeholder engagement and departmental representation for telecommunications resilience related matters including:
 - Australian Government Crisis and Recovery Committee (AGCRC)
 - National Coordination Mechanism (NCM meetings)
- Managing the Department's Protocol for Major Service Disruption Notifications, including natural disasters.
- Procurement and implementation of a Cell Broadcast National Messaging System (CBNMS) in partnership with Home Affairs (National Emergency Management Australia) to deliver warning messages to mobile phones, locally, regionally and nationally, in near real time.
- Advising on disaster resilience policy and legislative frameworks, including those relating to sections 313(4A) and 313(4B) of the Telecommunications Act 1997 (i.e. emergency declarations).
- Provides policy advice on energy and telco interdependence, climate risks and telco infrastructure location data sharing
- Leading the telecommunications elements arising from the Review of Public Safety Mobile Broadband and contributing to the work of the NEMA's PSMB-Taskforce that is implementing the Government's decisions on establishing a PSMB capability for public safety agencies.
- Managing the development of a sector risk and resilience profile for the telecommunications sector, that will assist industry and government to assess the relative importance of risks, identify the areas where there are common mitigations and inform individual telco enterprise risk assessments.
- Telecommunications measures for COVID-19, including bulk text messages and use of telecommunications data

Temporary Disaster Roaming Taskforce

- Working with NEMA, scoping a temporary disaster mobile roaming capability, with advice to be provided to government by March 2024.

This Branch **does not** handle the following issues:

- Issues relating to entities not regulated by the Tel Act — i.e. entities that are not carriers (i.e. they don't have a mobile or fixed line network in Australia) or do not provide carriage services (i.e. are not Mobile Virtual Network Operators). For example, cloud providers, data centres, database operators, digital platforms (i.e. Facebook, Skype, Google, Twitter) etc are not within the purview of the Branch
- Service disruptions that are unrelated to natural hazards or security risks i.e. planned or BAU outages
- The Triple Zero emergency call service (Consumer Safeguards Branch)
- Mobile network hardening measure under the STAND Package (i.e. the Mobile Network Hardening Program) or the Better Connectivity Plan for Regional and Rural Australia (Regional Mobile Infrastructure Programs Branch).
- Security or Resilience matters relating to broadcasting infrastructure (Media Industry and Sustainability Branch).
- Most issues involving the PSMB taskforce and the progress of its work (the National Emergency Management Agency (NEMA) is leading the taskforce)
- Cyber security issues not related to telecommunications (the Department of Home Affairs leads on cyber security matters)
- Cyber safety issues (Online Safety Branch)
- Fraudulent number porting (Consumer Safeguards Branch)
- Mobile roaming issues not related to emergencies (Competition and Spectrum Branch)

Digital Inclusion and Deployment Branch

Nishi Level 3

The Digital Inclusion and Deployment Branch is focused on improving access to communication technologies across Australia. We provide strategic advice on digital inclusion, including for First Nations people and school students, telecommunications deployment policy, communications about the safety of electromagnetic energy (EME), as well as advice on remaining services to be migrated to the NBN. We are delivering the School Student Broadband Initiative (SSBI) and the Enhanced EME Program.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Jason Ashurst | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, NBN Inclusion & Migration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Digital Inclusion | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Telecommunications Deployment Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

NBN Inclusion and Migration

- School Student Broadband Initiative (SSBI) —initiative for up to 30,000 families to connect to the NBN free of charge for one year to boost education opportunities.
- Participate in NBN Co's Low Income and Digital Inclusion Forum (LIDIF) and consideration of digital exclusion for school students and other vulnerable cohorts
- ACCC Monitoring Broadband Australia (MBA) program
- Consumer transition to fixed-line NBN services (FTTP, FTTN, FTTC, FTTB and HFC)
- NBN fixed-line service availability during a power outage (e.g. battery backup)
- Migration of fire alarms and lift phones
- Migration of Medical Alarms (monitored and unmonitored)

Digital Inclusion

- Digital inclusion initiatives, in particular for First Nations people consistent with Closing the Gap Target 17
- Policy and secretariat support for the First Nations Digital Inclusion Advisory Group
- Coordination of departmental work related to Closing the Gap Target 17
- Aspects of digital inclusion policy, including coordination on the elements of access, affordability and digital ability as well as data related issues such as the Australian Digital Inclusion Index
- Coordination of Commonwealth inputs on digital inclusion to the Digital Inclusion Working Group of the Data and Digital Ministers Meeting (managed by the Department of Finance)
- Affordability for NBN consumers, excluding NBN pricing and CVC

Telecommunications Deployment Policy

- Policy advice and legislative reform or changes to the carriers' powers and immunities framework
- Installations of telecommunications infrastructure where carriers use their powers and immunities provided under Schedule 3 of the *Telecommunications Act 1997*
- Mobile phone infrastructure/equipment installations in residential areas (both macro and small cell)
- Mobile phone coverage in urban/metro areas
- Electromagnetic energy (EME) from telecommunications facilities
- The Science of Safe Connection communication program (about EME)

- Management of the www.eme.gov.au web page
- Payphone installations, including payphone cabinets with billboards showing commercial advertising
- Technical regulation including standards and labelling requirements for customer equipment and cabling.

To find out the NBN technology go to: <https://www.nbnco.com.au/>

**** If marked as 'Ready to Connect' purple and is FTTC, FTTN, FTTB, FTTP or HFC it belongs with us**

**** If purple and Fixed Wireless it belongs with Broadband Policy Branch**

This Branch does not handle the following issues:

- Mobile phone and satellite phone coverage in regional/rural and remote areas (Regional Comms Branch)
- Fixed-wireless and satellite upgrades (Universal Services Branch)
- ADSL services and service complaints on third party (non NBN) fibre networks (Consumer Safeguards Branch)
- Mobile outages (Consumer Safeguards Branch)
- Any NBN policy and pricing matters (Broadband Policy Branch)
- Fixed Infrastructure deployed under the Telecommunications in New Developments (TIND) policy or Statutory Infrastructure Provider (SIP) (Universal Services Branch)
- Third party mobile charges and premium SMS (Consumer Safeguards Branch)
- ACMA complaints handling (Consumer Safeguards Branch)
- Cyber safety issues (Online Safety Branch).

Universal Services Branch

Nishi Level 3

The Branch provides advice on baseline access to voice and broadband, the new Statutory Infrastructure Provider (SIP) laws, telecommunications in new real estate developments, and future reliability and quality standards for broadband and voice services; and manages the telephone and payphone modules of the Universal Service Obligation (USO) contract with Telstra and the National Audit of Mobile Coverage. The Branch also oversees the Regional Broadband Scheme and NBN Fixed Wireless and Satellite upgrade program.

| | | | |
|--|----------------------|---------------------------|---------------|
| Assistant Secretary | Nicolle Power | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Universal Services Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Universal Services Reliability and Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Regional Broadband | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Develop policy options and implementation strategies to provide all Australian premises with both voice and broadband services, for Government consideration
- Develop policy options to deliver alternative and reliable voice services to premises in the NBN satellite footprint which do not have access to a reliable voice service
- Develop policy options to ensure ongoing access to payphones or equivalent voice services in communities where these services continue to provide a vital service for the community
- Overall policy responsibility for the statutory infrastructure provider (SIP) regime
- Manages telephone and payphones modules of Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- Telecommunications infrastructure and connections in new developments — houses / businesses and administration of the Telecommunications in New Developments policy
- Develop and implement policy options to industry to deliver reliable broadband services, including connection, repairs and appointment keeping arrangements
- Adjust voice reliability safeguards (Customer Service Guarantee and Network Reliability Framework, Priority Assistance arrangements) to reflect rollout/completion of the NBN.
- Manage the procurement for the National Audit of Mobile Coverage
- Regional Broadband Scheme implementation
- Oversight and monitoring of the NBN Fixed Wireless and Satellite Upgrade Program (which includes grant funding contract management)

US Implementation

- What safeguards provide access to broadband? How's it different to the USO?
- What is the statutory infrastructure provider (SIP) obligations?
- Who is the statutory infrastructure provider for my area?
- What are you doing about the old copper and HCRC infrastructure?
- Are you taking away the USO and copper network?

- What were the Alternative Voice Trials?

Telecommunications in New Developments

Note: USB deals with fixed telecommunications in new developments. Issues regarding support for mobile infrastructure in new developments should be raised with Digital Inclusion and Deployment Branch in the first instance.

- I'm in a new development, but there is no telecommunications infrastructure in place. What do I do?
- I've moved into a new house, but can't get connected to phone services or the internet. What do I do?
- I have knocked down and rebuilt a new house in an old suburb. What do I need to do to get connected again?
- Am I a developer (for the purposes of telecommunications)?
- I'm subdividing land, what do I need to do to connect my estate to telecommunications services?
- I've built a new house/new houses on a block of land. What do I need to do to get connected?
- I live in a new development where NBN isn't available and don't like the service. Why can't I get the NBN?
- Why is NBN Co overbuilding a development/area that already has existing infrastructure?
- Why do I need to pay for infrastructure in my new development?
- Why do I need to install pit and pipe in my rural/remote development?
- Is my new development exempt from the pit and pipe requirements?
- What is being done to ensure infrastructure in new developments is of appropriate quality?
- NBN Co pricing and competition impact in new developments
- Telecommunications requirements in state and territory planning schemes.

National Audit of Mobile Coverage

- What is the Audit? Which places in Australia will it cover? When will it start?
- Who is doing the Audit?
- What is the Audit measuring?
- Where can I find the results?

US Reliability and USO Delivery

- Who is required to offer me a phone and/or broadband service?
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do?
- I'm having problems getting a fixed broadband service connected to my premises, what do I do?
- There should be more/less payphones?
- My local payphone is not working. (Best referred to Telstra Payphone Fault Line on 180 22 44)
- How do I request a payphone be installed, removed or upgraded? (Best referred to Telstra - 1800 011 433)
- How do I provide feedback or complain about installation or removal of a payphone? (Best referred to Telstra — 1800 011 433 – or referred to section if the matter has already been raised with Telstra)
- What is the future of the CSG, NRF or Priority Assistance?
- Are you setting standards for the NBN or other broadband networks?

Regional Broadband

- Regional Broadband Scheme implementation, oversight and review
- Oversight of NBN Co's \$300 million Regional Co-investment Fund

NBN Fixed Wireless and Satellite Upgrade Program

- Oversight of the Fixed Wireless upgrade progress including satellite enhancements and grant funding arrangements.

This Branch does not handle the following issues:

- I am unhappy with NBN technology rolled out in my area (Broadband Policy Branch)
- I am concerned about my telecommunications services and power outages/network resilience (Telecommunications Resilience Branch or Regional Communications Branch for Mobile Blackspot and Regional Connectivity Programs)
- NBN infrastructure deployment and connections in brownfield areas. (Broadband Policy Branch)
- Mobile coverage issues (regional mobile coverage queries should be directed to Regional Mobile Infrastructure Programs and urban mobile coverage queries should be directed to Digital Inclusion and Deployment Branch).
- NBN fixed-lines upgrades (FTTN, FTTC and HFC) including access to gigabit speeds via fixed-line (Broadband Policy Branch)

Communications Services & Consumer Division

Nishi Level 3

The Division focuses on policy, regulation and programs to supplement the provision of telecommunications infrastructure and services in order to provide positive consumer and business outcomes. This includes safeguards to provide access to post, telephone, payphone and broadband services nationally, expanding mobile coverage in regional Australia, and protecting vulnerable members of the community.

| | | | |
|--|---------------------|---------------------------|---------------|
| First Assistant Secretary | Sam Grunhard | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Administrative Officer/Divisional Coordinator | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Divisional Coordinator | s22(1)(a)(ii) | N/A | N/A |

[Unit Coordinator Contacts](#)

Regional Connectivity Branch

Nishi Level 3

The Branch provides policy advice, program delivery and program management in relation to regional connectivity, including the Regional Connectivity Program, the On Farm Connectivity Program, the Viewer Access Satellite Television service. The Branch also delivers the Communications Ministers Roundtable and co-ordinates key regional connectivity and infrastructure documents (such as the Program Dashboard and speeches).

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Meghan Hibbert | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Regional Connectivity Programs Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Partnerships & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Design & Regional Broadcasting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, RTIRC Secretariat | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Regional Connectivity Program

- Design and development of the Regional Connectivity Program, including management of competitive grant rounds, assessment of applications and program evaluation.
- Administration and management of the Regional Connectivity Program, including status of the rollout and questions about funded solutions.
- Questions about current and future funding rounds of the program, including incorporated initiatives such as Connecting Northern Australia (Round 2), First Nations funding (Round 3) and First Nation funding - Central Australia (Round 3).

Regional broadcasting

- Viewer Access Satellite Television (VAST) Program
- Policy responsibility for VAST service and delivery arrangements for viewers unable to receive terrestrial transmission
- Regional and remote viewer interference/reception problems for commercial free-to-air television services in the electorates of Stroud & Shortland

On Farm Connectivity Program (OFCP)

- Design and development of the \$30 million On Farm Connectivity Program, including management of Expression of Interest process to identify approved supplier, design of program guidelines and program evaluation
- Oversee procurement with the National Farmers' Federation, via the Regional Tech Hub, to support implementation of Round 1 of the Program
- Ongoing monitoring of expenditure/take-up of the program, including supporting Business Grant Hub's administration and management of grant funding

South East Queensland City Deal

- With the Queensland Government, deliver three digital connectivity programs under the South East Queensland City Deal.

Regional Telecommunications Review 2024

- Preparation for the Regional Telecommunications Review 2024, including membership of the independent committee delivering the review and Terms of Reference.
- Provide secretariat support to the Committee.

Strategic Planning and Co-ordination

- Oversees the Regional Connectivity Ministers' Roundtable and associated Senior Officials Committee, including managing the delivery of outcomes and action items from the Roundtable
- Prepare monthly updates on the status of the regional connectivity program.

This Branch **does not** handle the following issues:

- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (USG Taskforce)
- Alternative Voice Services Trials (USG Taskforce).

Regional Mobile Infrastructure Programs Branch

Nishi Level 3

The Branch provides policy advice and program management in relation to regional communications infrastructure issues and programs, including the Mobile Black Spot Program, the Improving Mobile Coverage Round, the Peri-Urban Mobile Program and the Mobile Network Hardening Programs.

| | | | |
|--|----------------------|-------------|---------------|
| Assistant Secretary | Karly Pidgeon | 6136 | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | N/A |
| Director, Mobile Coverage – Regional Communities (Mobile Black Spots Program Round 7, Peri-Urban Mobile Program Round 2) | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| A/g Director, Mobile Programs Implementation (Mobile Black Spots Program: Rounds 1 to 6, Peri-Urban Mobile Program: Round 1 and Mobile Network Hardening Program: Round 1 (Stage 1 & 2)) | s22(1)(a)(ii) | 6136 | N/A |
| Director, Mobile Coverage – Roads (Regional Roads Australia Mobile Program , Mobile Network Hardening Program Round 2, Regional Backbone Blackspots Program) | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Director, Audit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Regional mobile phone coverage and infrastructure deployment issues

- Mobile coverage issues, in regional and peri-urban areas
- Questions about what individuals can do to improve mobile communications in their area
- Why aren't there enough mobile towers in my area? (but not in relation to Mobile Black Spot Program or Peri-Urban Mobile Program)
- Why doesn't the Government deploy new mobile infrastructure at <insert location>?

Mobile Black Spot Program (Round 1-7, including the Improving Mobile Coverage Round)

- Design and implementation of the Mobile Black Spot Program
- Status of the rollout and questions about funded base stations
- Questions about current and future funding rounds of the program
- How can I report mobile black spots in my area?
- Status of unsuccessful locations under the Improving Mobile Coverage Round, including Mangrove Mountain and Major Creeks.

Peri-Urban Mobile Program (PUMP)

- Design and implementation of the Peri-Urban Mobile Program
- Status of the rollout and questions about funded base stations
- Questions on what areas are eligible for funding under the Peri-Urban Mobile Program.
- Questions about current and future funding rounds of the program
- How can I register a project for the next funding round?

Mobile Network Hardening

- Manage the Mobile Network Hardening Program, including design and delivery of Rounds 2 and 3. (Note: general resilience matters, including outages are handled by Telecommunications Market Policy).

Multi-Carrier Highways Program

- Design and deliver the Regional Roads Australia Mobile Program, which provides grant funding to increase mobile coverage on major highways and roads, with a strong focus on multi-carrier coverage.
- Deliver the \$50m pilot programs with State and Territory Governments to test new and innovative solutions to improve mobile coverage on regional roads.

Regional Backbone Blackspots Program

- Manage the Regional Backbone Blackspots Program (RBBP), including the contract for operations and maintenance, and use by government agencies and private sector organisations.

Wi-Fi and Mobile Coverage on Trains between Sydney and the Central Coast

- Questions relating to the delivery of the Government's election commitment (with NSW Government)
- Mobile reception and internet connectivity on trains and stations between Sydney and Central Coast.

This Branch **does not** handle the following issues:

- Telstra's 3G shutdown and Optus' 3G (2100MHz) shutdown (Telecommunications Market Policy Branch)
- Questions about what individuals can do to improve mobile communications **in their own home** (Regional Tech Hub)
- Rollout of digital radio and radio interference/reception issues (Media Industry and Sustainability Branch)
- Funding for ABC and SBS and ABC/SBS specific service transmission issues (Media)
- Availability of ABC and SBS radio services, including interruption to services due to natural disasters or weather AND short-wave radio (Media)
- ABC radio services, and other services, during emergencies (Media)
- Urban and metropolitan broadcasting reception and transmission issues (Media)
- Licencing/regulation of ABC, SBS and commercial broadcasters (Media or Content & Copyright)
- Regional content and local content on television and radio (Content & Copyright Branch)
- Interference to non-broadcast services such as CB radio, microphones, PA systems (Spectrum)
- Spectrum interference to radio services (Spectrum)
- Fixed-wireless and satellite connections (NBN Branch)
- ADSL and landline (Universal Services Branch)
- Mobile coverage in major urban areas (Digital Inclusion & Deployment Branch)
- Resilience of services, regional communications outages, including mobile outages (Telecommunications Market Policy for resilience of telecommunications services)
- Emergency services, including the Triple Zero Emergency Call Service ('000' and '112') (Consumer Safeguards Branch)
- Emergency Alert (the Department of Home Affairs)
- EME (Electro-magnetic Energy) issues at mobile phone base stations / towers (Productivity and Technology Branch)
- USO reform/USG implementation — including unreliable landline and broadband services (Universal Services Branch)
- Alternative Voice Services Trials (Universal Services Branch).

Post, International Telecommunications & ACMA Branch

Nishi Level 3

The Branch provides advice on the efficiency and effectiveness of the postal regulatory and institutional arrangements, oversight of Australia Post, and oversight of ACMA including the central coordination point for the department's relationship with ACMA.

The Branch also leads Australia's engagement in the International Telecommunication Union (ITU), Asia Pacific Telecommunity (APT) and Asia Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group.

| | | | |
|---|----------------------|---------------------------|---------------|
| Assistant Secretary | Daniel Caruso | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Post Enterprise & ACMA Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Postal Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, International Engagement — ITU and APT | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Support the Minister in the role of Shareholder Minister of Australia Post and provide strategic policy advice to Government on the postal sector
- Provide oversight of Australia Post, including appointments, corporate planning and reporting and compliance with its regulated service requirements under the *Australian Postal Corporation Act 1989* and the Government's governance arrangements for GBEs
- Provide policy advice to Government on the postal regulatory framework, future sustainability options for Australia Post, and the international and domestic postal sector, including proactive engagement on cross-governmental matters including international mail security policy
- Advise on the impact of changes in the postal sector on key stakeholders, including Australia Post's customers, workforce and the Licensed Post Office network
- Represent the Australian Government within the Universal Postal Union (UPU) framework including leading Australia's delegation to UPU and Asia Pacific Postal Union congresses. Support the development and implementation of treaty obligations through the UPU, in line with Australian Government interests
- Provide oversight of ACMA's governance related activities, including appointments to the Authority, corporate planning and reporting, the Minister's Statement of Expectations, annual cost-recovery plans, outsourced/contracted functions, and ACMA's appearance at Senate Estimates
- Represent the Australian Government within the ITU and APT framework, specifically the ITU Standardization Sector and ITU Development Sector, except on radiocommunications issues. This includes representing Australia as a member of the ITU Council, leading Australia's delegation to ITU and APT conferences and assemblies, managing Australia's financial contribution to the ITU and APT, and managing ITU-delivered telecommunications development projects in the Asia-Pacific region.
- Lead Australia's participation and engagement in APEC TEL.
- Support implementation of the Memorandum of Understanding with the PNG Department of Information and Communications Technology build its telecommunications policy and regulation capacity and capability.
- Support, on behalf of the Communications and Media Group, coordination and engagement with Pacific island countries and territories on relevant portfolio matters.

This Branch does not handle the following issues:

- Ministerial correspondence relating to complaints about the ACMA's regulatory responsibilities — these are generally managed by the line areas with relevant policy responsibility.
- ITU Radiocommunications Sector matters – these are handled by the International Radiocommunications Section within the Spectrum Branch.
- Requests or inquiries of an international nature or related to Free Trade Agreements that require coordination across the department – these are handled by the International Engagement Section within the People, Culture and Change Division.

Consumer Safeguards Branch

MELB/CBR

The Branch provides policy advice about a range of telecommunications consumer safeguards and responds to general consumer enquiries on related matters, including issues related to the Telecommunications Consumer Protections (TCP) Code, the TIO, ACCAN, telco scams, unsolicited communications, comms accessibility (including the National Relay Service), captioning, audio description, and Triple Zero and the Optus Outage Review.

The Branch manages contracts and programs for delivery of the Triple Zero Emergency Call Service, National Relay Service, Voice-only migration under Module D of the TUSOPA contract, consumer representation by ACCAN and the Regional Tech Hub.

The Branch also represents Australia's internet governance interests at domestic and international fora and through this work, play an active role in shaping the policies and procedures that support a free, open, secure and interconnected internet.

| | | | |
|---|---------------------|---------------------------|---------------|
| Assistant Secretary | Kath Silleri | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Codes & Standards | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Communications Accessibility | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Development & Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Public Interest – Service Delivery | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Internet Governance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Policy responsibility for a range of telecommunications consumer safeguards
- Management of policy and contractual arrangements concerning Triple Zero Emergency Call Service, e.g. contract with Telstra
- Measures to enable people with a disability access to communications services — the National Relay Service (NRS) (including the former Captel transition program) and captioning and audio description services and portfolio input/coordination to Australia's Disability Strategy 2021-31 and the Disability Royal Commission.
- Management of the Telstra Universal Service Obligation Performance Agreement (TUSOPA) — modules for the Migration of Voice-only customers (Module D) and the Triple Zero Emergency Call Service (Module E)
- Departmental attendance/representation at ACMA's Consumer Consultative Forum (CCF)
- Unsolicited communications (e.g. telemarketers, do not call register, spam, scams)
- Management of the Regional Tech Hub
- Represent Australian Government interests in the Internet Corporation for Assigned Names and Numbers (ICANN) and the Internet Governance Forum (IGF)
- Engage with issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and other Australian country code Top-Level Domains (including the managers of .au, .cc, .cx, .nf and .hm).

Codes and Standards Section

- Retail-focussed consumer issues and safeguards
 - Vulnerable consumers (including financial hardship arrangements and arrangements for victim-survivors of domestic and family violence)

- Modernisation/reform of the Safeguards Framework (including how rules are made, rules content, enforcement)
- Telecommunications Consumer Protections (TCP) Code review
- Registration/licensing of carriage service providers
- Financial Hardship Industry Standard
- Industry code enforcement
- General penalties / enforcement of consumer safeguards
- Better information for consumers
- Redress and consumer complaint/issues resolution
 - Policy and engagement lead regarding the Telecommunications Industry Ombudsman (TIO)
- Monitoring and advising on consumer complaints data (e.g. TIO, Comms Alliance, ACMA)
- Responding to certain telecommunications consumer concerns (non NBN migration), such as:
 - I don't agree with the charges on my phone or internet bill — what can I do?
 - I am having difficulty paying my phone or internet bill — what can I do?
 - I am not satisfied with my service provider's response to my concern — what can I do?
 - I am not satisfied with the TIO's management of my complaint — what can I do?
 - What protections are there for me when I use my mobile phone while overseas?
 - What is the status of the former Government's Consumer Safeguards Review?
- Specific existing safeguards: Telecommunications Consumer Protections (TCP) Code; International Mobile Roaming (IMR) rules; complaints handling standard and record keeping rules.
- Free Trade Agreement negotiation (focussed on IMR matters).

Communications Accessibility Section

- Management of the Accesshub website
- Captioning
- Audio description
- Telemarketing, unsolicited communications, spam and scams — the *Do Not Call Register Act 2006* (including exemptions such as charities, political parties, and educational organisations) *Spam Act 2003*, and the SMS Sender ID Registry.
- Mobile number portability fraud.
- Free Trade Agreement negotiation (focused on spam matters).

Public Interest – Development and Strategy

- Delivery of the National Relay Service procurement and tender process.
- Regulations around (Telstra's) Disability Equipment obligations.
- Australian Disability Strategy and Associated Plan for Communications.
- Department's input into findings from the Disability Royal Commission.

Public Interest - Service Delivery

- Management of the contract to deliver the National Relay Service
- Management of the contract to deliver the Regional Tech Hub.
- Management of Module D and E of the Telstra Universal Service Obligation Performance Agreement (TUSOPA)
- ACCAN contract/grant management and consumer advocacy
- Liaison with State/Territory police, fire and ambulance services including representing Department to the National Emergency Communications Working Group Australia / New Zealand (NECWG-A/NZ)
- Secretariat and subject matter expertise for the Triple Zero Coordination Committee (TZCC) — providing governance and policy coordination across telecommunications carriers, Emergency Call Persons, emergency service organisations and the Commonwealth.

Internet Governance

- Represents Australian Government interests in domestic internet governance. This includes issues relating to the .au domain, managed by the [.au Domain Administration Ltd \(auDA\)](#) and participation in Australia's domestic internet governance discussions
- Works with the Australian country code Top-Level Domain community (including the managers of .au, .cc, .cx, .nf and .hm) to promote a safe and secure Australian domain name space
- Represents Australian Government interests in the Internet Corporation for Assigned Names and Numbers' (ICANN's) Governmental Advisory Committee (GAC), including in relation to competition, consumer protection and cross-border trade. This includes issues relating to improvements to ICANN's accountability, new generic Top-Level Domains (gTLDs), geographic domain names universal acceptance/ multilingual internet, domain name system (DNS) abuse, and the implications of data protection legislation on the domain name system
- Represents Australian Government interests in the United Nations' Internet Governance Forum (IGF) including domestic (NetThing) and regional (Asia Pacific Regional Internet Governance Forum – APRIGF) initiatives.
- Works with the Internet Engineering Taskforce (IETF) and the Regional Internet Registries, including the Asia Pacific Network Information Centre (APNIC)

This Branch **does not** handle the following issues:

- NBN migration and connection/activation issues (Digital inclusion and Deployment Branch)
- Digital inclusion, including affordability and digital ability (Digital inclusion and Deployment Branch)
- Broadband and phone connections in new developments (Universal Services Branch)
- NBN infrastructure including outages, upgrades, government investment and operational matters (Broadband policy Branch)
- I'm having problems getting a voice service connected to my premises, or experiencing faults with my Telstra voice service, what do I do? (Universal Services Branch)
- I'm having problems getting a fixed broadband service connected to my premises, what do I do? (Universal Services Branch)
- Who is required to offer me a phone and/or broadband service? (Universal Services Branch)
- Are you setting standards for the NBN or other broadband networks? (Universal Services Branch/Broadband policy Branch)
- Fixed-wireless and satellite connections (Broadband policy Branch)
- Metropolitan and major-urban mobile coverage issues (Digital inclusion and Deployment Branch)
- Regional mobile coverage issues or access to telecommunications services in regional communities (Regional Connectivity Branch)
- Consumer Safeguards Guarantee, Network Reliability Framework, Priority Assistance (Universal Services Branch)
- Part B of the Consumer Safeguards Review
- Calls about using the NRS are best dealt with by the NRS Help Desk which can be contacted on 1800 555 660 or helpdesk@relayservice.com.au Calls relating to the *policy* relating to contracting and providing the NRS should be directed to Communications Accessibility
- If people want to report a scam (as distinct from asking what the Government is doing to help prevent scams, they should go to scamwatch.gov.au and click on Report a scam).

REGIONAL, CITIES & TERRITORIES GROUP

REGIONAL, CITIES, TERRITORIES AGENCY CONTACTS

Regional Development and Local Government Division

Northbourne 3E & 3W (Orange, Newcastle, Melbourne, Hobart, Brisbane, Gold Coast, Jervis Bay, Wollongong, Dubbo & Townsville)

The Regional Development and Local Government Division is responsible for the Australian Government's regional development policy and programs.

These responsibilities include:

- Leading the development of a regional policy agenda
- Utilising regional intelligence to inform government policy making and program development
- Utilising data and evidence to support local government policy making and program development
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (liOC)
- Supporting Regional Development Australia Committees (RDAs) to maximise their effectiveness.

The division also manages the Australian Government's regional development grants programs, including the Growing Regions program, Thriving Suburbs Program, Stronger Communities Program and the Drought Communities Program Extension, and is managing finalization of the Building Better Regions Fund and the Regional Growth Fund. It manages the Financial Assistance Grant and RDA programs, as well as implementing the Regional Recovery Partnerships initiative.

| | | | |
|----------------------------------|----------------------|---------------------------|---------------|
| First Assistant Secretary | Clare Chapple | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Regional Policy Branch

Northbourne 3E & 3W

The Regional Policy Branch informs regional investment and major Australian Government initiatives through analysis and policy development, and drives implementation of the Regional Investment Framework across Government.

It provides policy advice and coordination across the Department on whole of government processes that have regional impacts. The Branch also fosters productive relationships with key regional stakeholders, several regional programs.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Joe Castellino | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Strategic Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Research and Insights | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy Implementation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Strategic Communications

- Leads the Government's strategic regional policy agenda, including the regional investment framework and regional policy narrative
- Leads the State of the Regions Report
- Liaises with other divisions and other agencies on regional policy including through regular regional IDC
- Drafts regionally focused Ministerial speeches.

Regional Policy

- Leads on the development of regional policy proposals, including development of policies for economic support for regional communities suffering from the impacts of drought
- Conducts outreach and Cabinet work across key Government portfolios, including managing the Regional Australia Impact Statement (RAIS) process
- Leads co-operation with the States and Territories on regional policy development.

Research & Insights

- Coordinates and delivers the annual Regional Ministerial Budget Statements
- Leads Australia's engagement with the Organisation for Economic Cooperation and Development (OECD) Regional Development Policy Committee
- Contributes to the Regional Policy Forum of the Regional Australia Institute
- Leads on engagement and responses to regionally focused Parliamentary Inquiries and Committee Reports
- Analyses regional development research and conducts horizon scanning

Policy Implementation

- Manages program funding for the Regional Australia Institute
- Implements and monitors the Regional Recovery Partnerships
- Implements ad hoc regional programs, such as Building Resilient Regional Leaders, Rebuilding Regional Communities, Securing Raw Materials, and Regional Co-operative Research Centres — Projects
- Implements in-drought community support programs, such as Drought Communities Programme — Extension, Drought Communities Outreach Program, and Tackling Tough Times Together.

Local Government, Regional Intelligence and Data Branch

Northbourne 3E

The Regional Intelligence and Local Government Branch is responsible for managing local government and regional development policy and programs. This includes the Commonwealth's local government Financial Assistance Grant program and the Regional Development Australia Committees (RDA) program.

| | | | |
|--|---------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Local Government | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| Director, RDA Program Management | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Leadership Capacity & Collaboration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | TBC |
| A/g Director, Regional Data & Intelligence | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Local Government

- Undertake local government policy development and research, including by supporting collaboration across all levels of government about issues facing local governments, including skills and capability needs
- Administer the Financial Assistance Grant program in accordance with the Act
- Maintain local government economic, financial and socio-demographic data to support policy making and program development
- Administer the National Awards for Local Government and provide support for the ABC Heywire program

RDA Program Management

- Manage the 53 funding agreements the department has in place with RDA Committees
- Support RDAs to maximise their effectiveness, including by facilitating appointments processes, good governance and professional development and capacity building opportunities

Leadership Capacity and Collaboration – engagementevents@infrastructure.gov.au

- Gather regional intelligence from RDA Committees to inform government policy making and program development and provide to government
- Promote the activities and achievements of the RDA Committees to governments and stakeholders
- Promote the government's policies and programs to RDA Committees for distribution to their stakeholders
- Facilitate the capacity building activities including the development and implementation of the RDA National Forum and RDA Professional Coaching scheme

Regional Data and Intelligence

- Perform the role of a conduit and point of coordination between the Department's Bureau of Communications, Arts and Regional Research and other areas of the Department and Commonwealth agencies seeking regional intelligence
- Support areas of the Branch, Division and Department with the development of visualisation products that transform regional data and information into analysis and narrative, to meet the briefings needs of our Ministers, the Executive and other federal agencies.

Major Projects and Governance Branch

Northbourne 3W

The Major Projects and Governance Branch is implementing grants program management reforms across the Division and the Department, and overseeing delivery of select major projects in key regions.

| | | | |
|---|------------------------|---------------------------|---------------|
| Assistant Secretary | Katrina Kendall | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Major Projects | TBC | TBC | TBC |
| Director, Enterprise Grants Management Office/Regional Initiatives Implementation Office | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Investing in Our Communities | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Priority Community Infrastructure Program | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

- Lead the establishment of an Enterprise Grants Management Office for the Department
- Delivering the Government's election commitments through the Priority Community Infrastructure Program (PCIP) and the Investing in Our Communities Program (IIOC)
- Provide Program Management Office support to support best practice program delivery within the Division, through targeted support in governance, reporting, risk and assurance
- Implement the Division's program management and change management reforms, including program governance, reporting, internal communication and engagement strategies
- Develop and manage funding arrangements for major projects in selected regions
- Provide financial, human resources, business planning and co-ordination support to the Division

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Regional Programs Branch

Orange

The Regional Programs Branch is committed to designing and delivering a range of grants to the Australian community that support regional infrastructure development. This core activity will be shaped through high levels of engagement with the grantees, other stakeholders and the minister's office.

| | | | |
|---|-----------------------|---------------------------|---------------|
| Assistant Secretary | Dr Jennie Hood | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant / Office Manager | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Planning & Performance | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Engagement & Development | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, CDG Transition | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Legacy Programs | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Planning and Performance Section

- Planning, incorporating (but not limited to) Branch Business Plans, Workforce Plans and Talent Management Plans, performance reporting and uplift (for example, a Capability Development Plan)
- Other functions including:
 - oversight of relevant parliamentary processes including Senate Estimates, QoNs, ministerial correspondence etc.
 - support for governance-related processes at both program and branch level, including Probity, COI, Risk Management and Fraud risk mitigation etc.
 - Strengthen branch planning, management and quality assurance processes and the reporting of grants to ensure alignment with the division's strategic direction.

Engagement and Development Section

- Development of New Policy Proposals for the Regional Programs Branch
- Design, establish and implement the rollout of new programs to contract stage:
 - Growing Regions Program round 1
 - Growing Regions Program round 2
 - Thriving Suburbs Program
 - Round 9 Stronger Communities Program
- Develop and implement external stakeholder engagement strategy for the RPB.
- Assist other sections in RPB with any communication products and tools they may wish to use – e.g. webinars.

Legacy Programs and CDG Transition

- Manage all funding agreements for legacy programs – RGF, BBRF, SCP, RJIP and NSRF – including oversight of programs delivered throughout the Business Grants Hub
- Approve grant payments, variations, scope changes, terminations, debt recovery, reporting and program closures
- Approve standard wording in events briefings and media releases; and answer ad hoc program enquiries and correspondence
- Work with Engagement and Development section and Community Grants Hub as appropriate during the transfer of CDG grant management activity to the Hub

Territories Division

Alinga 3E

The Territories Division is responsible for the management of Program 4.1, which is designed to ensure that appropriate governance frameworks are in place for Australia's territories and effective infrastructure and services are delivered to Australia's external territories and the Jervis Bay Territory. Program 4.1 comprises staffing to support policy and administrative arrangements in respect of the territories, and administered funding for delivery of essential services and infrastructure.

| | | | |
|---|--------------------------|---------------------------|---------------|
| First Assistant Secretary | Sarah Vandenbroek | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Territories Communications | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities include:

Territories Communications (Perth)

- Communications, media and community engagement across the external and mainland territories, along with provision of communications support to the Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands and the Administrator of Norfolk Island.

Indian Ocean Territories Branch

Alinga 3E

The Territories of Christmas Island (CI) and the Cocos (Keeling) Islands (CKI), collectively known as the Indian Ocean Territories (IOT), are administered by the Australian Government through the Department's Territories Division, IOT Branch.

| | | | |
|---|--------------------------|---------------------------|---------------|
| Assistant Secretary | Adam Stankevicius | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, IOT Contracts | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, IOT Government Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Director, IOT Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, IOT Administration | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Health and Wellbeing | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

IOT Government Arrangements (Perth)

- Negotiation and management of Service Delivery Arrangements with the WA Government
- Negotiation and management of the AFP and Director National Parks MOU's
- Management of PRL mine leases
- Management of Commonwealth owned buildings.
- Shared management (IOT Contracts) of Pensioner and Student Subsidised Travel Schemes

IOT Contracts (Perth)

- Management of contracts for IOT air services, ports and airports.
- IOT Fisheries management
- Shared Management (with IOT Government Arrangements) of Pensioner and Student Subsidised Travel Schemes

IOT Policy (Canberra)

- The provision of policy advice to the Minister
- Strategic and program policy development, coordination and implementation of strategic priorities
- Oversight and management of IOT crown land
- Support for the Administrator's Office

Advocating for improved access for the IOTs for Australian Government grants and assistance

IOT Administration (Christmas Island and Cocos (Keeling) Islands)

- Health services — three health centres (Cocos — HI and WI)
- Power services — three power stations (CI, HI, WI)
- Staff and public housing
- Emergency management
- Community assets — includes sporting facilities and religious buildings
- Motor vehicle registrations and licensing and court support

- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracts including Recreation Centre and emergency broadcasting.

Territories Health and Wellbeing (Canberra)

- Support for the Indian Ocean Territories Health Service (IOTHS)
- Oversight of Norfolk Island Health and Residential Aged Care Service (NIHRACS)
- Governance and oversight for IOTHS and NIHRACS
- Secretariat functions for IOTHS Governance Advisory Committee and for NIHRACS Governance Advisory Committee
- Secretariat for NI Health Working Group.
- Management of contract for child protection and welfare services on NI
- Management of contract for the delivery of ambulance services on NI

Mainland Territories Branch

Alinga 3W

The Mainland Territories Branch administers the Jervis Bay Territory (JBT), provides strategic policy advice in relation to the Commonwealth's interests in the Australian Capital Territory (ACT) and the Northern Territory (NT).

| | | | | |
|---|-------------------|-------------|---------------|---------------|
| Assistant Secretary | Jo Neuling | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Mainland Territories Policy | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | TBC |
| A/g Director, Jervis Bay Territory Operations | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Territories Legislation | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Territories Capital & Major Projects | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | N/A |
| Director, Work, Health & Safety | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance and Finance Unit | s22(1)(a)(ii) | 6136 | s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | | |

Key activities for the Branch include:

Mainlands Territories Policy (Canberra)

- Management of contracts and service delivery agreements for the provision of state and local government type services to JBT
- Policy development and advice for the JBT including in response to emergency situations and recovery
- Land and heritage management matters
- Oversight of the JBT's regulatory framework, including coordinating delivery of legal instruments, appointments to statutory positions, and ensuring regulatory roles and functions are fulfilled
- Advice to Government on self-governing territory matters in the ACT and NT
- Managing requests relating to pre-ACT and NT self-government institutions under the National Redress Scheme
- Oversight of the National Capital Authority
- Managing appointments for the National Capital Authority and the Northern Territory Administrator
- Managing contracts with the ACT Government for national capital functions.

Jervis Bay Territory Operations (Jervis Bay)

- Front counter services that support state and local government functions, including: driver licenses, vehicle registration, utilities payments, working with vulnerable people certification and domestic animal management
- Management of contracts and service delivery agreements for the provision of services in the JBT
- Management of JBT assets and critical infrastructure, including security for assets
- Emergency management and on-the-ground response coordination including Storm and Tempest
- Stakeholder engagement within the JBT community, local government and non-government partners to support partnerships for the benefit of the JBT
- Utilities' provider: water, waste water and electricity
- Road network provider
- Maintenance on housing stock and related infrastructure
- JBT Courts including Deputy Registrar function and services
- Emergency and Bushfire Management regulatory function

- Conduit between government and related entities for operational delivery of services and programs within the Jervis Bay Territory inclusive of our First Nations community of Wreck Aboriginal Community.

Territories Legislation (Canberra)

- Provide expertise to the Territories Division on territories legislation
- Support line areas to maintain and develop their legislative frameworks and legal policy
- Support policy teams to amend or introduce laws to achieve the required policy outcomes, including by:
 - Developing drafting instructions and working with the Office of Parliamentary Counsel to settle draft laws
 - Drafting legal instruments, such as ordinances, rules and delegations (dependent on complexity)
 - Supporting policy teams to draft explanatory materials, particularly on complex measures
 - Providing input into other materials required for Parliamentary introduction and party clearance processes
- Provide general legislation advice, support and training, including:
 - Providing and facilitating training on the law-making process and legislative frameworks
 - Supporting the interpretation of laws and how they may be applied
- Support policy/operations teams to manage routine work in administering laws, including:
 - Reviewing draft requests for legal assistance to the Legal Services Branch
 - Reviewing MOUs, determinations and other minor instruments
 - Advising on the Minister's powers and the powers of delegates.

Territories Capital and Major Projects (Canberra & Perth)

- Delivery of major capital projects and complex procurements for all Territories
- Project management specialist section providing full lifecycle project management services and advice
- Development of business cases for capital works First and Second Stage Approvals
- Development of New Policy Proposals for major capital works
- Preparation of documentation for Public Works Committee hearings
- Contract management of IOT ports contract
- Contract management of the CKI Ferry/Bus contract

Territories Work, Health and Safety (Canberra)

- Provides support and expertise to manage the specific WHS risks arising in the administered territories.
- Oversees the Territories WHS System, which sits within the department's WHS system and provides additional direction, information and resources for specialist work undertaken in the administered territories. For example, at ports or in power stations or hospitals.
- Provides secretariat to the Territories WHS Steering Committee.
- Provide specialist WHS support and expertise to the Branch Heads to manage Territory specific WHS risks within the administered territories.
- Support the development of consistent Human Resources policies, processes and procedures across the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory.

Governance and Finance Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management

- Ministerial reporting
- Data and Information management of all records within the Division and Territories to ensure our records are an asset that is readily available to all staff thereby reducing organisational risk
- Implementation of the asset management framework across non-self-governed territories
- Responsible for the Governance arrangements for the Division's Project Board.

Norfolk Island Branch

Alinga 3E

The Norfolk Island Branch is responsible for service delivery, policy development, governance and legal reform on Norfolk Island

| | | | |
|---|---------------|--|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Norfolk Island Service Arrangements | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Operations | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Norfolk Island Strategy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Officer, Office of the Administrator of Norfolk Island | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) 0011 s22(1)(a)(ii) | s22(1)(a)(ii) |
| <u>Unit Coordinator Contacts</u> | | | |

Key activities for the Branch include:

Norfolk Island Service Delivery (Canberra)

- Early learning and school education services on Norfolk Island (NI)
- Management and administration of the Vocational Education and Training (VET) services on NI
- Policing and worker's compensation for NI
- Management and implementation of the Departmental responses to Nexia Sydney Audit, Grassroots Connections Australia audit and public inquiry recommendations for the Norfolk Island Regional Council (NIRC); including the understanding of financial pressures and sustainability in the short, medium and long term
- Service Delivery Agreement with Norfolk Island Regional Council.

Norfolk Island Policy (Canberra)

- Strategic planning and economic development, including tourism and passenger flights
- Strategic policy on NI infrastructure (including maritime, aviation, telecommunications, electricity and water infrastructure) and liaison with other infrastructure owners and operators
- Strategic policy and program delivery on NI environment management, water management and biosecurity
- Strategic policy and program delivery on supply chain issues, including shipping and air freight
- Contract management for underwritten passenger and freight flights to and from NI.

Norfolk Island Governance and State Service Arrangements (Canberra and Brisbane)

- Strategic policy work relating to NI governance and sustainable local governance structures
- Supporting the department's participation in the JSCNCET inquiry into local governance on Norfolk Island
- Secretariat support for the NI Governance Committee
- Management of the department's relationship with the Queensland Government as the state-services delivery partner for NI, including provision of secretariat support for the NI Oversight Committee and the Central Policy Coordination Working Group.
- Planning for the improvement and expansion of state services on NI

- Development and negotiation of new state service delivery arrangements with the Queensland Government (in conjunction with policy teams across the branch).

Norfolk Island Operations & Asset Management (Norfolk Island)

- Link Canberra based business units – both Departmental and Whole-of-Government – to the NI community
- Maintain the Commonwealth's on-island assets (e.g. KAVHA, NIHRACS, NICS, Police station, First Point of Entry, etc.)
- Maintain the Commonwealth reserves (Selwyn and Cascade)
- Provide advice and support – including direct management if appropriate — to Canberra based business units for capital works and other projects
- Oversight of the contract with Assuria for the provision of fee and other assistance for Norfolk Islanders undertaking recognised apprenticeships
- Departmental representation in relation to Emergency Management (including water & fire).
- Develop and deliver strategies to respond to recommendations contained in key documents for the Kingston & Arthur's Vale Historic Area Heritage Management Plan including the HMP and SMP
- Lead a review of the KAVHA Governance structure and implement improved governance arrangements
- Lead the development of plans to maintain enhance the cultural and natural values of the Kingston & Arthur's Vale Heritage Areas through effective and transparent management, conservation and restoration (where appropriate)
- Provide and/or access advice on heritage impacts as a result of minor or major capital works in KAVHA
- Provide administration and secretariat support for the KAVHA Advisory Committee and the Community Advisory Group.

Norfolk Island – Office of the Administrator (Norfolk Island)

- Provide a high level of administration and executive support to the Administrator
- Provide advice to the Administrator on significant issues including policy and responsibilities under legislation, along with identifying risks and mitigation strategies
- Plan and deliver a forward programme of Official Hospitality functions and Community Events for Government House
- Preparation of documentation for Appointments of Statutory Officers under the Norfolk Island Legislation
- Management of Commonwealth owned properties including the preparation of leases in the Kingston and Arthur's Vale Historic Area
- Fleet management of all on-island vehicles including fuel, maintenance, registrations and insurances
- Contract and property management for Government House and Commonwealth owned properties on Quality Row

Partnerships and Projects Division

Northbourne 2E

The Partnerships and Projects Division: The Division plays an important role in achieving economic and community development and unlocking potential across Australia's regions and supports the delivery of key national priorities. To do this we establish genuine partnerships between the three levels of government, business, and the community. We do this through the design and delivery of partnership-based grant programs, including the rPPP and the uPPP, the City and Regional Deals and the Housing Support Program, as well as through the coordination and stakeholder management. The Division does this through strong collaboration and consultation on new policies and programs, but also through deep stakeholder engagement on pan-northern issues through the work of the Office of Northern Australia. It also delivers on the Government's commitment to develop a national urban policy that considers the broader range of environment, social and economic factors that impact on urban development. The Division's management and facilitation of major impactful/catalytic projects, including Macquarie Point, Middle Arm, Regional Logistics Hubs, Pilbara Ports and the projects within the Central Australia Plan and the Northern Australia Infrastructure Facility are also undertaken in close partnership with the relevant jurisdictions and through those jurisdictions, the community.

| | | | |
|---|--------------------|---------------------------|---------------|
| First Assistant Secretary | Lisa Rauter | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Executive Officer and Director Divisional Support Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Divisional Support Unit (Canberra)

- Human resource and recruitment support, coordination and reporting
- Training and study assistance coordination, administration and reporting
- Divisional coordination including parliamentary document management processes and approvals, reporting tasks, phone lists and accommodation management
- Budgeting and finance management including procurements, reporting and processing
- Divisional asset management
- Ministerial reporting.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Cities and Suburbs Unit

Northbourne 2E

The Cities and Suburbs Unit: delivers the Government's new agenda for more liveable cities and suburbs. Our Cities and Suburbs Unit is developing the Government's National Urban Policy (NUP) – the Government's vision for enhancing economic productivity, resilience and equity in Australia's urban areas – and delivering regular State of the Cities reports to measure progress. The NUP and State of the Cities reports will consider urban issues including population and migration, housing, transport and digital infrastructure, resilience and emissions reduction, and jobs and skills. Through the Branch's regional and urban Precincts and Partnerships Programs we invest in partnerships which design and deliver transformational precincts, making our local communities great places to live and work.

| | | | |
|--|--------------------------|--------------------|---------------|
| A/g Assistant Secretary | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| A/g Director, Urban Policy | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, State of the Cities | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Research, Evaluation & Coordination | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | |
| Director, Precincts & Partnerships | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| A/g Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- Urban Policy
- urban and regional Precincts and Partnerships Program
- State of the Cities report
- Strategic Policy and Coordination relevant to urban areas including input to Cabinet, international and whole of government processes and delivery of regular State of the Cities reports.

Engagement, including supporting the:

- Urban Policy Forum of urban experts, academics and peak industry and community groups to advise Government on urban policy.
- Planning Ministers Meeting (and related Heads of Planning officials meeting) bringing together Commonwealth/State/Territory stakeholders to discuss planning related matters.
- Inter-Departmental committees on urban policy

City & Regional Partnerships Branch

Northbourne 2E

The City and Regional Partnerships Branch manages infrastructure partnerships with regional and urban growth areas across the nation. These partnerships bring together all levels of government, providing a blueprint for consultative, place-based, multi-jurisdictional best practice. Through close collaboration, projects are developed to meet the needs and ambitions of each particular community. These projects make better places to live in – liveable and sustainable - where future generations of Australians can work, play, learn, and connect in healthy, harmonious, cohesive communities

| | | | |
|--|-----------------------|---------------------------|---------------|
| Assistant Secretary | Fiona Yule | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Western Sydney, Townsville, Hinkler & Macquarie Point | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, South East Queensland | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Adelaide, & Perth | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Hobart and Launceston | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Darwin and Barkly | s22(1)(a)(ii) (Perth) | | |
| Director, Albury Wodonga & Geelong | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Evaluation | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

- South East Queensland City Deal
- Townsville City Deal
- Adelaide City Deal
- Western Sydney City Deal
- Geelong City Deal
- Hinkler Regional Deal
- Albury Wodonga Regional Projects
- Perth City Deal
- Darwin City Deal
- Barkly Regional Deal
- Hobart City Deal
- Launceston City Deal
- Urban Renewal Macquarie Point Precinct
- Upgrade to UTAS Stadium Launceston

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Office of Northern Australia

Darwin, Cairns, Townsville, Brisbane, Perth, Canberra

The sustainable and resilient economic development of Northern Australia is a key Government commitment. The Office of Northern Australia is responsible for articulating the vision for the development of Northern Australia, working collaboratively with Australian Government agencies and Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as industry, and investment partners to deliver inclusive, progressive policy in the north. The branch also provides secretariat support for the Northern Australia Ministerial Forum, which is progressing a shared vision for liveable, safe, sustainable and healthy communities in the north, and the Northern Australia Indigenous Reference Group, which provides advice on maximising benefits and implementation outcomes for Indigenous Australians.

| | | | |
|--|---------------------------------|---------------------------|---------------|
| Assistant Secretary | Casey Greentree (Darwin) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Darwin) | 6136 s22(1)(a)(ii) | N/A |
| A/g Director, Engagement | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Indigenous Engagement | s22(1)(a)(ii) (Townsville) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy | s22(1)(a)(ii) (Perth) | | s22(1)(a)(ii) |
| A/g Director, Strategy | s22(1)(a)(ii) (Darwin) | | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

Engagement

- Stakeholder engagement, event coordination, communications and media
- Annual Statement to Parliament
- Developing Northern Australia Conference
- Budget communications for Northern Australia

Indigenous Engagement

- Northern Australia Indigenous Reference Group
- Northern Australia Indigenous Development Accord
- Indigenous related policy in Northern Australia

Policy

- Development of Northern Australia policy agenda
- Development of ONA Cabinet Submissions
- Point of co-ordination on regional, communications, and wider government measures

Strategy

- Northern Australia Ministerial Forum secretariat
- Overseeing the Northern Australia Grants Programs (NAGP) the:
 - Northern Australia Development Program (NADP) and
 - Business and Community Growth Program (BCGP)
- Northern Australia Parliamentary committee submissions and report responses
- Cabinet coordination and input to the Minister's Cabinet briefs
- Senate Estimates and Question Time brief coord

Northern Australia Investments and Projects Branch

Canberra, Newcastle, Brisbane, Cairns, Sydney, Jakarta

The Northern Australia Investments and Projects Branch is responsible for some of the key critical infrastructure, resource and energy projects across Australia's Top End. These projects will unlock the potential of Northern Australia and power our future renewable energy economy.

With the Northern Australia Infrastructure Facility one of the most influential and innovative investment vehicles at the government's disposal, the sections of the Branch responsible for NAIF oversight focus on:

- supporting the Minister for Northern Australia in their legislative and policy responsibilities
- administering the special appropriation
- administering the Board appointment process
- supporting the department's Secretary as part of the NAIF Board and
- advising on Northern Australia and other Commonwealth policy

The remaining Regional Development Unit section of the branch supports the delivery of significant ports, logistics and industrial resource and energy precinct projects fundamental to the activation of the North, including the signature critical infrastructure hub at Middle Arm in the Northern Territory.

| | | | |
|--|--------------------------------|-----------------------------------|---------------|
| Assistant Secretary | Andrew Burke (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) (Brisbane) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Policy & Government Relations | s22(1)(a)(ii) | | |
| Director, Operations | s22(1)(a)(ii) (Cairns) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Regional Delivery Unit | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Governance & Risk Management | s22(1)(a)(ii) (Jakarta) | +61 (2) 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |

[Unit Coordinator Contacts](#)

Key activities for the Branch include:

NAIF Oversight

Northern Australia policy and other Commonwealth policy

- Establishing and communicating to NAIF and the NAIF Board Australian Government policy for NAIF and the Northern Australia agenda, including investment priorities.
- Monitoring NAIF performance in the fulfilment of the Commonwealth's policy objectives.
- Advocating for the NAIF and Northern Australia policy outcomes within broader Government policy development.
- Maintaining awareness of operating environments in the states and the Northern Territory.

Board appointment process:

- Supporting the Minister in relation to NAIF Board appointments, under the requirements of the NAIF Act and government processes for significant appointments, as required under the Cabinet Handbook

Maintain legislative framework (NAIF Act, Investment Mandate)

- Maintain the NAIF Act (including preparing amendments as required from time to time).
- Conducting legislative and policy reviews of the NAIF Act.

- Reviewing and updating the Investment Mandate (in conjunction with the Department of Finance), the Statement of Expectations and other relevant governance documents.
- Designing and implementing the 2024 Statutory Review of the NAIF Act.

Supporting the Minister for Northern Australia in their legislative responsibilities

- Supporting Ministerial consideration of NAIF proposal notices against the s11 NAIF Act criteria, including facilitating consultation across Commonwealth agencies
- Considering the legislative and constitutional risk associated with proposed projects and coordinating and providing advice on proposed projects for Australian Government policy alignment.

Administer special appropriation

- Managing the financial administration of the special appropriation, including authorising and making payments.
- Reporting NAIF loans on DITRDCA's financial statements and explaining and recording impairments in accordance with relevant report and legislative requirements.
- Ensuring DITRDCA's Secretary, as an Accountable Authority for the appropriation, meets their relevant legislative obligations in relation to the appropriation.

Supporting the Secretary (and nominated delegates) as part of the NAIF Board

- Supplying and supporting an ex-officio Board member to act as the Secretary's delegate on the NAIF board.

Regional Delivery Unit

Supporting the development of Northern Australia by working in partnership with states and territories

- Supporting a number of complex and catalytic projects that deliver economic, social and cultural benefits.
- Including the implementation of:
 - The Government's election commitment to provide \$565 million to support common-user port upgrades in the Pilbara;
 - The Government's October 2022-23 Budget commitment to invest \$1.5 billion in planned equity to support common-user marine infrastructure at the Middle Arm Sustainable Development Precinct (Middle Arm) and \$440 million in planned equity to support regional logistic hubs across the Northern Territory; and
 - The Government's 2023-24 Budget commitment to provide \$50 million Community Infrastructure Package (CIP) as part of the Central Australia Plan.

Housing Support Branch

Northbourne 1E

The Housing Support Branch delivers the Housing Support Program, a \$500 million competitive funding program for local and state governments to kick start housing supply, in line with Housing Accord targets. Funding can be used for initiatives to help enable housing supply including connecting essential services, amenities to support new housing development or building planning capability.

The program is competitive and merit based (but not a grant) and delivered through Federation Funding Agreements. State, territory and local governments are able to receive funding.

| | | | |
|--|--------------------|---------------------------|---------------|
| Assistant Secretary | Erin Cassie | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Executive Assistant | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Director, Program and Admin Reporting | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | s22(1)(a)(ii) |
| Director, Engagement | s22(1)(a)(ii) | 6136 s22(1)(a)(ii) | N/A |
| Unit Coordinator Contacts | | | |

Key activities for the Branch include:

Program and Admin Reporting for the Housing Support Program

- Assessing and recommending applications for funding.
- Oversight of funded projects.
- Ongoing evaluation and reporting.
- Payments to projects.

Engagement

- Engagement with the housing and infrastructure sectors.
- Liaison with program participants.
- Program design.

Unit Coordinator Contacts

Divisional Support Function (DSF) | Head Unit Coordinator (HUC) | Unit Coordinator (UC) | Senate Estimates Coordinator (SE) | Head Question Time Brief Coordinator (HQT B) | Question Time Brief Coordinator (QTB)

| | | | Position | | | | | | | |
|--|--|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| FIRST NATIONS PARTNERSHIPS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NB1E | EO to Lil Gordon (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | • | NB1E | EA to Lil Gordon (FAS), Bek Hendriks (AS), Tanya Koeneman (AS) |
| First Nations Partnerships Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | NB1E | Divisional Inbox |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| CREATIVE ECONOMY & THE ARTS (Stephen's Group) | | | | | | | | | | |
| OFFICE FOR THE ARTS inbox | s47E(d) @arts.gov.au | | | | | | | | | |
| s22(1)(a)(ii) – on leave until mid-May | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | A/g EO to Phil Smith (FAS) |
| s22(1)(a)(ii) (a.g) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | | NISHI4 | EA to Phil Smith (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Alison Todd (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Ann Campton (AS) + Rebecca Rush (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @arts.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | NISHI4 | EA to Marie Gunnell (AS) + Jake Budd (AS) |
| ARTS AGENCIES | | | | | | | | | | |
| AUSTRALIA COUNCIL | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @australiacouncil.gov.au | s22(1)(a)(ii) | | | | | | | | Manager, Government Relations |
| AFTRS | | | | | | | | | | |
| s22(1)(a)(ii) (M, T, W, T, Friday to 12.30) | s47E(d) @aftrs.edu.au | 02 9805 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ANMM | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sea.museum | 02 8241 s22(1)(a)(ii) | | | | | | | | CEO EA |
| BUNDANON TRUST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @bundanon.com.au | 02 4422 s22(1)(a)(ii) | | | | | | | | Manager, Corporate Services |
| MUSEUM OF AUSTRALIAN DEMOCRACY AT OLD PARLIAMENT HOUSE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @moadoph.gov.au | 02 6270 s22(1)(a)(ii) | | | | | | | | Manager Executive Projects (EA to the CEO expected to be finalised in August 2023) |
| NATIONAL ARCHIVES OF AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @naa.gov.au | 6212 s22(1)(a)(ii) | | | | | | | | Director, Corporate Governance and Risk |
| NATIONAL FILM & SOUND ARCHIVE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nfsa.gov.au | 02 6248 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NGA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | CEO EA |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nga.gov.au | 02 6240 s22(1)(a)(ii) | | | | | | | | Manager, Governance and Reporting |
| NLA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nla.gov.au | 02 6262 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nma.gov.au | 02 6208 s22(1)(a)(ii) | | | | | | | | CEO EA |

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| | | | Position | | | | | | | |
|--|---------------------------------------|----------------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| NPG | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @npg.gov.au | 02 6102 s22(1)(a)(ii) | | | | | | | | Executive Coordinator |
| SCREEN AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @screenaustralia.gov.au | 02 8113 s22(1)(a)(ii) | | | | | | | | CEO EA |
| CORPORATE GROUP (Maree's Group) | | | | | | | | | | |
| Data, Research, Strategy and Net Zero Division | s47E(d) @infrastructure.gov.au | N/A | • | • | | | • | • | AL5W | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL5W | EA to Ian Porter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | • | N2E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | | | AL5W | EA to s22(1)(a)(ii) (a/g AS) + Justin Iu (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | AL5W | EA to Andreas Bleich (AS) |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | • | | AL5E | A/g Director Divisional Support |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | • | AL5E | Assistant Director Divisional Support |
| Net Zero Unit Inbox | s47E(d) @infrastructure.gov.au | N/A | | | • | • | • | • | | Net Zero Unit Inbox |
| FINANCE, BUDGET & GOVERNANCE | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | | • | N5W | EA to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | • | • | | | N5W | EO to Cha Jordanoski (FAS/ CFO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5W | EA to Mike Hogan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N5E | EA to Jodi George (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N2W | EA to s22(1)(a)(ii) A/g (AS) |
| INFORMATION TECHNOLOGY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | N1W | EO to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | N1W | EA to Jeff Goedecke (FAS/CIO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 TBA | | | • | | | | N4E | EA to Tony Castley (AS/CTO/CISO) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | N1W | EA to Alex Clarke (AS/CDO) |
| LEGAL, FOI & PRIVACY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | • | • | • | | | N6W | EA to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | MEL | EA to Reuben Bowd (AS & General Counsel) & Christie McClure |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | N6W | Practice Manager / EO to Chris Burke (FAS/Chief Counsel) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | +61 (2) 6136 s22(1)(a)(ii) | • | | | | | | Remote | Practice Admin |
| PEOPLE, CULTURE AND CHANGE DIVISION | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | • | • | NISHI6 | EO to Rachel Houghton (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | | | | NISHI6 | EA to Rachel Houghton (FAS) & EA to Kylie Donovan (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | | | • | | | | NISHI5 | EA to Susan Charles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | N6E | EA to Sonia Bradley (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Aaron O'Neill |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL3W | Ministerial Liaison Officer - Ministerial, Parliamentary + Cabinet Branch |
| TRANSPORT GROUP (Marisa's Group) | | | | | | | | | | |
| INTERNATIONAL AVIATION, TECHNOLOGY & SERVICES | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | • | • | | AL6E | EA to Richard Wood (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to Naa Opoku (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Jim Wolfe (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL6E | EA to David Jansen (AS) |
| DOMESTIC AVIATION & REFORM | | | | | | | | | | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | |

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| | | | Position | | | | | | | | |
|---|--|-----------------------|----------|-----|----|----|-------|------|----------|--|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | • | | | | | | AL4W | Business Manager | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL4W | EA to Stephanie Werner (FAS) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4E | EA to Ben Vincent and Sarah Nattey | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL4W | EA to Kai Everist | |
| SURFACE TRANSPORT EMISSIONS & POLICY | s47E(d) @infrastructure.gov.au | | • | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | AL2E | A/g Business Manager | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | AL2E | EA to Paula Stagg (FAS) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2E | Divisional Support | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | N6W | EA to Megan Scott (AS) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | AL2E | EA to Tristan Kathage (AS) | |
| TBA | | | | | • | | | • | AL5E | EA to Mike Makin (AS) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL2E | EA to Sally Todd (AS) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | AL3W | EA to Andrew Johnson (AS) | |
| TRANSPORT AGENCIES | | | | | | | | | | | |
| AIRSERVICES | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @airservicesaustralia.com | 02 6268 s22(1)(a)(ii) | | | | | | | | CEO EA | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | | | | | | | | | Government Relations Manager | |
| AUSTRALIAN MARITIME SAFETY AUTHORITY | | | | | | | | | | | |
| General Enquiries | s47E(d) @amsa.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | • | | | | Departmental Contact | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | Senior Executive Officer to the CEO, Mick Kinley | |
| | s22(1)(a)(ii) @amsa.gov.au parliamentary@amsa.gov.au | | | • | • | • | • | • | | Senior Government Relations Officer | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @protected.amsa.gov.au | 02 6279 s22(1)(a)(ii) | | | | | | | | | |
| AUSTRALIAN TRANSPORT SAFETY BUREAU | | | | | | | | | | | |
| General enquiries | s47E(d) @atsb.gov.au | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | • | | • | • | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @atsb.gov.au | 02 6122 s22(1)(a)(ii) | | | • | | | | | | |
| CIVIL AVATION SAFETY AUTHORITY | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | EA to Pip Spence (CEO) | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @casa.gov.au | 02 6217 s22(1)(a)(ii) | | | | | | | | Executive Officer | |
| NATIONAL TRANSPORT COMMISSION | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | | | | | AL5E | Departmental Contact | |
| | s47E(d) @infrastructure.gov.au | | • | | | | | | | Departmental Contact team mailbox | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @ntc.gov.au | 03 9236 s22(1)(a)(ii) | | | | | | | | Executive Leader, Business and Resources | |
| INFRASTRUCTURE GROUP (Jess' Group) | | | | | | | | | | | |
| INFRASTRUCTURE GROUP ASSURANCE AND ADVISORY BRANCH | | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NRN3 | Administration Officer | |
| | | | | | | | | | | | |
| OLYMPICS, PARALYMPICS & SPORT INFRASTRUCTURE BRANCH | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6274 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Bill Brummitt (AS) | |
| LAND TRANSPORT INFRASTRUCTURE INVESTMENT | s47E(d) @infrastructure.gov.au s47E(d) @infrastructure.gov.au | | • | | | | | | | Division's coordination inbox | |

| | | | Position | | | | | | | |
|---|---|-----------------------|----------|-----|----|----|-------|------|----------|---|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | | • | • | | AL1W | EA to Andrew Bourne (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Simon Milnes (AS) and Toby Robinson (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Maxine Ewens (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1W | EA to Lok Potticary |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Lachlan Wood (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | | | | | AL1E | EA to Paul Cutting |
| LTID Administration | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| COMMONWEALTH INFRASTRUCTURE PROJECTS DIVISION | s47E(d) @infrastructure.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | | • | | | NRN4 | Director, Culture and Corporate Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | • | | NRN4 | EA to Greg Cox (FAS) + Jen Stace (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to James Savage (AS) + David Muldoon (AS) |
| N/A | | | | | | | | | | EA to + |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | • | NRN4 | EA to s22(1)(a)(ii) (A/G AS) + Jason Preece (AS) + Jo Piva (AS) |
| ROAD & VEHICLE SAFETY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | AL2W | EA to Anita Langford (FAS) |
| | | | • | | • | • | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | • | | AL2W | EO to Anita Langford (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | AL2E | EA to Melissa Cashman (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBA | | | | | | | AL2W | EA to Sue Cattermole (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | | | | NRN3 | EA to Melony Czajor (AS) |
| RVS FAS Office | s47E(d) @infrastructure.gov.au | | • | • | | • | | • | AL2W | Division coordination inbox |
| INFRASTRUCTURE AGENCIES | | | | | | | | | | |
| INFRASTRUCTURE AUSTRALIA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | s22(1)(a)(ii) | | | | | | | Canberra | |
| | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructureaustralia.gov.au | | | | | | | | Sydney | |
| NATIONAL FASTER RAIL AGENCY | s47E(d) @nfra.gov.au | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | | • | | | | |
| s22(1)(a)(ii) | s47E(d) @nfra.gov.au | | | | • | | | | | |
| AUSTRALIAN RAIL TRACK CORPORATION LTD (ARTC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1) @artc.com.au | 08 8217 s22(1)(a)(ii) | | | | | | | | CEO EA |
| WSA CO LTD | (a)(ii) | | | | | | | | | |
| | | | | | | | | | | |
| NATIONAL INTERMODAL CORPORATION LTD | | | | | | | | | | |
| | | | | | | | | | | |
| MOOREBANK INTERMODAL CORPORATION LTD (MIC) | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @micl.com.au | s22(1)(a)(ii) | | | | | | | | CEO EA |
| COMMUNICATIONS & MEDIA GROUP (Sam's Group) | | | | | | | | | | |
| ONLINE SAFETY, MEDIA & PLATFORMS | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | EO to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Senior Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | • | NISHI5 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Bridget Gannon (A/g FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Margaret Lopez (AS) + James Penprase (AS) |

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| | | | Position | | | | | | | |
|---|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastrure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | NISHI5 | EA to Andrew Irwin (AS + Andrew Hyles (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @classification.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | Sydney | EA to Mitchell Cole (AS) |
| COMMUNICATIONS INFRASTRUCTURE | s47E(d) @communications.gov.au | | • | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | • | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 02 6271 s22(1)(a)(ii) | | | • | • | | • | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | NISHI3 | Divisional Coordination Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI6 | Broadband Policy |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Digital Inclusion and Deployment |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | Competition & Spectrum |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Jason Ashurst (AS) and Kate McMullan (AS), UC for Telecommunications Resilience Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6271 s22(1)(a)(ii) | | | • | | | | NISHI3 | EA to Nicolle Power (AS) and Shanyn Sparreboom (AS) UC for Universal Services Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | NISHI3 | EA to Lisa La Rance (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | | | | | NISHI3 | EO to Lisa La Rance |
| COMMUNICATIONS SERVICES & CONSUMER | s47E(d) @communications.gov.au | | • | | | | | | | |
| ACMA | s47E(d) @communications.gov.au | | | | | | | • | | For ACMA |
| Australia Post | s47E(d) @communications.gov.au | | | | | | | • | | For AusPost |
| s22(1)(a)(ii) | s22(1)(a)(ii) @communications.gov.au | 6136 s22(1)(a)(ii) | • | | • | • | | | NISHI3 | EO to Sam Grunhard (FAS) |
| CSC Divisional Co-ordinator (s22(1)(a)(ii)) | s47E(d) @communications.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | NISHI3 | Divisional Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | | • | | | NISHI3 | Divisional Unit Coordinator |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | NISHI3 | EA to Sam Grunhard (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | | • | | | MELB | EA to Kath Silleri (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @COMMUNICATIONS.gov.au | 6136 s22(1)(a)(ii) | | • | | • | | | NISHI3 | EA to Daniel Caruso (AS) + Karly Pidgeon (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | | NISHI3 | EA to Meghan Hibbert (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | BRISBANE | UC for PITA Branch |
| s22(1)(a)(ii) | s22(1)(a)(ii) @INFRASTRUCTURE.gov.au | 6136 s22(1)(a)(ii) | | | • | | | | MELB | UC for Consumer Safeguards Branch |
| COMMUNICATIONS & MEDIA AGENCIES | | | | | | | | | | |
| ABC | | | | | | | | | | |
| s22(1)(a)(ii) | s47E(d) @abc.net.au | 02 8333 s22(1)(a)(ii) | | | | | | | | CEO EA |
| ACMA | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @acma.gov.au | 02 6219 s22(1)(a)(ii) | | | | | | | | CEO EA |
| AUS POST | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @auspost.com.au | 02 9106 s22(1)(a)(ii) | | | | | | | | CEO EA |
| NBN | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nbnco.com.au | 02 8918 s22(1)(a)(ii) | | | | | | | | CEO EA |
| OFFICE OF THE ESAFETY COMMISSIONER | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @esafety.gov.au | 02 9334 s22(1)(a)(ii) | | | | | | | | CEO EA |
| SBS | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @sbs.com.au | 02 9430 s22(1)(a)(ii) | | | | | | | | CEO EA |
| REGIONS, CITIES & TERRITORIES GROUP (David's Group) | | | | | | | | | | |
| REGIONAL DEVELOPMENT & LOCAL GOVERNMENT | s47E(d) @infrastructure.gov.au | | • | • | • | • | • | • | N3W | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | • | | | N3W | EO to Clare Chapple (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Clare Chapple (FAS) |

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| | | | Position | | | | | | | |
|--|--------------------------------------|-----------------------|----------|-----|----|----|-------|------|----------|--|
| DIVISION | Email Address | Extn | DSF | HUC | UC | SE | HQ TB | QT B | Location | Notes [Executive, Branch, Position etc.] |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | A/g EA to Joe Castellino (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | EA to Katrina Kendall (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | | | | Orange | EA to Jennie Hood (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | Hobart | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | | | | | N3W | Divisional Support Finance Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | • | | • | N3W | Divisional Support Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | • | | • | N3W | Divisional Support Assistant Director |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | • | • | | • | • | N3W | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N3W | Divisional Support Director |
| PARTNERSHIPS & PROJECTS | s47E(d) @infrastructure.gov.au | (a)(iii) | • | • | • | • | • | • | | Division's coordination inbox |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | DSU Director & EO to Lisa Rauter (FAS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | • | • | N2E | Divisional Support |
| | | (a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | • | | | | | | N2E | Divisional Support Finance |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | • | • | • | • | | • | N2E | Divisional Support |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | | | • | N2E | EA to Lisa Rauter (FAS) |
| | | (a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | • | • | • | | • | N2E | EA to Fiona Yule (AS) |
| | | (a)(ii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | TBC | | | • | • | | • | N2E | EA to s22(1)(a)(ii) (A/g AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | Darwin | EA to Casey Greentree (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | BNE | EA to Andrew Burke (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 6136 s22(1)(a)(ii) | | | • | • | | • | N1E | EA to Erin Cassie (AS) |
| TERRITORIES | | (a)(iii) | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | | | • | • | | • | AL3E | EA to Sarah Vandebroek (FAS) + Jane Christie (AS) + Adam Stankevicius (AS) |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3E | EO to Sarah Vandebroek (FAS) |
| Territories Divisional Support Unit | s47E(d) @infrastructure.gov.au | (a)(ii) | • | | | | | | | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | Territories Business Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | • | • | • | • | • | AL3W | A/g Territories Busienss Manager, Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| s22(1)(a)(ii) | s22(1)(a)(ii) @infrastructure.gov.au | 02 6136 s22(1)(a)(ii) | • | | • | • | | • | AL3W | Governance and Finance Unit |
| REGIONS, CITIES & TERRITORIES AGENCIES | | (a)(iii) | | | | | | | | |
| NATIONAL CAPITAL AUTHORITY | | | | | | | | | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 02 6271 s22(1)(a)(ii) | | • | | | | • | | |
| s22(1)(a)(ii) | s22(1)(a)(ii) @nca.gov.au | 6271 s22(1)(a)(ii) | | | • | • | • | | | |
| NORTHERN AUSTRALIA INFRAQSTRUCTURE FACILITY (NAIF) | | | | | | | | | | |